



LINCOLNSHIRE – PRAIRIE VIEW SCHOOL DISTRICT 103

1370 N. Riverwoods Road • Lincolnshire, Illinois 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

BOARD OF EDUCATION AGENDA

MARCH 19, 2013

The Regular Meeting of the Board of Education of Lincolnshire-Prairie View School District 103 will be held on Tuesday, March 19, 2013 at 7:00 PM in the Learning Center of Daniel Wright Junior High School, 1370 Riverwoods Road, Lincolnshire, Illinois.

- | | |
|--|----|
| A. Call to Order and Roll Call | |
| Time: 1 Hour 30 Minutes | |
| B. Celebrating Successes - DW | |
| Time: 15 minutes | |
| C. Community Participation | |
| D. Approval of Minutes | 3 |
| Time: 5 minutes | |
| E. Consent Agenda | |
| Time: 5 minutes | |
| 1. Presentation and Approval of Bills | 13 |
| 2. Approval of School Donations | 30 |
| 3. Approval of School Calendar 2013-2014 | 31 |
| 4. Approval of Tenure Recommendations | 34 |
| 5. Approval of 2013-2014 Certified Staffing Plan | 35 |
| 6. Approval of Renewal of Continued Employment for Non-tenured Staff | 37 |
| 7. Approval of Renewal of Continued Employment for Part-time Staff | 38 |
| 8. Approval of Resolution for Dismissal of Maternity Leave Replacement | 39 |
| 9. Approval of 2nd Reading of Board Policy Updates | 42 |
| 10. Approval of 2013 Summer Capital Projects Level 2 | 74 |
| 11. Resolution to Designate Assistant Superintendent for Business to Prepare the Tentative Budget for the 2014 Fiscal Year | 76 |
| 12. Approval of Asbestos Abatement Bid for Sprague Phase 2 | 79 |
| F. Action Items | |
| Time: 5 minutes | |
| 1. Approval of Payment to Lake County Regional Office of Education for Depke Juvenile Center | 84 |

2. Approval of World Language Program	85
G. Information	
Time: 30 minutes	
1. Board Representatives Committee Updates	
2. Written Department Updates	
a. Business Office	108
b. Facilities	117
c. Curriculum, Student Services, and Technology	119
3. Superintendent's Informational Report	124
a. FOIA	130
b. Rivershire Annual Reports	135
H. Correspondence	149
I. New Business	
J. Old Business	
K. In The Press	150
L. Community Participation	
M. Executive Session	
Time: 30 minutes	
N. Action Item	
1. Approval of Dismissal of Classified Employee	152
O. Adjournment	



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BOARD OF EDUCATION MEETING MINUTES
Tuesday, February 19, 2013

The Regular Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, February 19, 2013 in the Library of Half Day School located at 239 Olde Half Day Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President
Larry Rivkin, Vice President
Chris Curtis
David Panitch
Sherri Thomas
Gary Walrath
Ben Yomtoob

Absent: None

Also present were:

Dr. Scott Warren, Superintendent
Dan Stanley, Assistant Superintendent for Business
Katie Reynolds, Executive Director of Curriculum & Instruction
Julie Postma, Director of Student Services
Mark Westhoff, Director of Technologies
Scott Gaunky, Director of Facilities
Norma Taylor, Board Secretary

Public: 8

Press: 0

Staff: 8

Call to Order and Roll Call

President Gordon called the meeting to order at 7:01 p.m.

Celebrating Successes

4th Grade representatives who are participating in this year's ICTM (Illinois Council of Teachers in Mathematics) Math Contest shared their individual and group strategical thinking along with news of their early success.

Community Participation

There was no community participation at this time.

Approval of Minutes

Motion by Mr. Panitch, seconded by Mrs. Thomas, to approve the January 15, 2013 Regular Meeting minutes.

Roll Call: Ayes: Curtis, Panitch, Rivkin, Thomas, Walrath, Gordon. Nays: None.
Abstain: Yomtoob. Motion carried.

Motion by Mr. Panitch, seconded by Mr. Yomtoob, to approve the February 5, 2013 Committee of the Whole Meeting minutes.

Roll Call: Ayes: Panitch, Rivkin, Thomas, Walrath, Yomtoob, Gordon. Nays: None.
Abstain: Curtis. Motion carried.

Motion by Mr. Panitch, seconded by Mrs. Thomas, to approve the February 5, 2013 Executive Session Minutes.

Roll Call: Ayes: Panitch, Rivkin, Thomas, Walrath, Yomtoob, Gordon. Nays: None.
Abstain: Curtis. Motion carried.

Consent Agenda

Motion by Mr. Yomtoob, seconded by Mr. Panitch, to approve the following items on the Consent Agenda:

1. Presentation and Approval of Bills and Payroll Addendum
2. Approval of School Donations
3. Approval of Employment
4. Approval of Legal Representation related to Withdrawal Activities
5. Approval of Bus Lease

Roll Call: Ayes: Curtis, Panitch, Rivkin, Thomas, Walrath, Yomtoob, Gordon. Nays: None.
Abstain: None. Motion carried.

Action Items

Motion by Mr. Curtis, seconded by Mr. Panitch, to approve to receive bids for Phase 2 Sprague Project.

Roll Call: Ayes: Curtis, Panitch, Rivkin, Thomas, Walrath, Yomtoob, Gordon. Nays: None.
Abstain: None. Motion carried.

Information

Written department updates were provided to the Board from the Business Office, Facilities, Curriculum, Student Services and Technology.

Dr. Warren attended the Learning Fund Foundation Board Meeting. They are working on identifying additional donors to the District. The financial report showed they have given more than \$66,000 to the District for Science and Technology supplies and equipment.

Dr. Warren commended Katie Reynolds for compiling all the information in the Quality Learning Action Plan Progress Report, and the principals for their work on this report.

English/Language Arts and Math Committees have been working on the Common Core Standards during Professional Development time. The Professional Development schedule was provided to the Board.

Katie Reynolds presented the Board with the World Language Executive Summary Report and reviewed the process of the World Language Committee.

- The Committee began in October with hiring a World Language Consultant, Nancy Rhodes
- The World Language Committee met two days in November to review research that was done during the last school year and began compiling the needs of the District, what other Districts look like, and the goals outlined in the QLAP.
- The Committee provided a Parent Informational Night
- The Committee presented at each school to update staff on the process
- Parent Survey
- Staff Survey
- Three days of Focus Groups with parents, staff, and administrators
- January 24 the Committee met with the consultant to synthesize all the information and prepare this Executive Summary

The Board thanked Katie and the Committee for their thorough work.

Superintendent's Report

Dr. Warren reported the District received two FOIA requests this month. Both requests were answered within the allotted time.

Dr. Warren reported the Area 125 Consortium District superintendents, curriculum directors and junior high principals met in a combined meeting to review the on-going collaborative curriculum work and projects throughout the consortium. These three teams will continue to meet together on a regular basis in an ongoing effort to improve communication and collaboration throughout the districts.

Dr. Warren reported on the recent success of the Science teams at Daniel Wright. The Science Bowl Varsity Team placed 2nd and the Jr. Varsity Team placed 5th at the Regional Science Bowl Academic Competition held at Argonne National Labs. The Science Olympiad Varsity Team placed 1st at the Solon Invitational in Solon, Ohio and the Jr. Varsity Team placed 2nd at the Grayslake Invitational. Dr. Warren commended the staff and parents who have dedicated their time and efforts to help our teams succeed at such high levels.

Dr. Warren informed the Board of State Representative Carol Sente's upcoming public meeting on limiting hitting in youth football practice to be held on Monday, February 25, 2013.

Community Participation

There was no community participation at this time.

Executive Session

Motion by Mr. Panitch, seconded by Mr. Curtis, to move into Executive Session to discuss collective negotiating matters and student discipline issues.

Roll Call: Ayes: Curtis, Panitch, Rivkin, Thomas, Walrath, Yomtoob, Gordon. Nays: None. Abstain: None. Motion carried.

The meeting adjourned to Executive Session at 7:34 p.m.

The meeting reconvened to Open Session at 8:28 p.m.

Adjournment

Motion by Mrs. Thomas, seconded by Mr. Panitch to adjourn.

Voice Vote: All ayes. No Nays. Motion carried.

The meeting adjourned at 8:30 p.m.

President Board of Education

Secretary Board of Education



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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES

Tuesday, February 19, 2013

The Executive Session of the Regular Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Tuesday, February 19, 2013 in the Library of Half Day School located at 239 Olde Half Day Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President
Larry Rivkin, Vice President
Chris Curtis
David Panitch
Sherri Thomas
Gary Walrath
Ben Yomtoob

Absent: None

Also present were:

Dr. Scott Warren, Superintendent
Dan Stanley, Assistant Superintendent for Business
Katie Reynolds, Executive Director of Curriculum and Instruction
Julie Postma, Director of Student Services
Margaret St. Claire, Principal, Daniel Wright Junior High School
Norma Taylor, Board Secretary

Executive Session convened at 7:43 p.m. to discuss collective negotiating matters and student discipline issues.

Dr. Warren informed the Board of recent student discipline issues at Daniel Wright Junior High School.

At 8:05 p.m. Margaret St. Claire left the meeting.

Dr. Warren and the Board discussed issues relating to teacher contract negotiations.

At 8:20 p.m. Mr. Yomtoob left the meeting.

Motion by Mr. Curtis, seconded by Mrs. Thomas, to return to Open Session at 8:28 p.m.

Voice Vote: All Ayes. No Nays. Motion carried.

President Board of Education

Secretary Board of Education



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BOARD OF EDUCATION MEETING MINUTES

Thursday, March 7, 2013

A Special Board of Education Meeting of Lincolnshire-Prairie View School District 103 was held on Thursday, March 7, 2013 in the Learning Center of Daniel Wright Junior High School, 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President
Larry Rivkin, Vice President
Chris Curtis
David Panitch – Arrived 7:00 p.m.
Sherri Thomas
Gary Walrath
Ben Yomtoob

Absent: None

Also present were:

Dr. Scott Warren, Superintendent
Dan Stanley, Assistant Superintendent for Business
Julie Postma, Director of Student Services
Norma Taylor, Board Secretary

Public: 3

Press: 0

Staff: 10

Call to Order and Roll Call

President Gordon called the meeting to order at 6:39 p.m.

Community Participation

There was no community participation at this time.

Items Not Discussed at March 5, 2013 COW Meeting

1. 1st Reading Press Updates

The Board discussed policies that are up for review.

2. Draft School Calendar 2013-2014

The Board was presented the 2013-14 school calendar for review.

3. Draft Certified Staffing Plan

Dr. Warren reviewed the 2013-14 school year staffing plan.

4. Vision 2015 Update

Dr. Warren provided an overview of the District's strategic plan, Vision 2015, detailing the goals, activities, progress on each goal, and descriptions of how the goals have either been accomplished or when they are scheduled for completion.

5. Summer 2013 Capital Projects Update

Dan Stanley reported on capital projects slated for summer 2013.

6. Draft Board Meeting Schedule 2013-2014

The Board was presented a draft of the meeting schedule for 2013-2014.

7. World Language Update

Dr. Warren presented an update on the World Language Plan for the District. The work of the committee began in 2011-2012 with research on foreign language, studied best practices, and gathered the data to be used for the 2012-13 year. In 2012-2013 the District hired a world language consultant and conducted surveys for both parents and staff. The World Language Committee created a plan for a World Language Program to begin in the 2013-2014 school year. A draft report was created after compiling all this information, which has been posted online for input from the community and staff.

Motion by Mr. Curtis, seconded by Mr. Yomtoob, to go into closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees and collective negotiating matters.

Roll Call: Ayes: Curtis, Panitch, Rivkin, Thomas, Walrath, Yomtoob, Gordon. Nays: None. Abstain: None. Motion carried.

The meeting adjourned to Closed Session at 7:29 p.m.

Closed Session

The meeting reconvened to Open Session at 9:05 p.m.

Community Participation

There was no community participation at this time.

Adjournment

Motion by Mr. Curtis, seconded by Mrs. Thomas to adjourn.

Voice Vote: All Ayes. No Nays. Motion carried.

The meeting adjourned at 9:14 p.m.



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BOARD OF EDUCATION EXECUTIVE SESSION MINUTES
Thursday, March 7, 2013

The Executive Session of the Special Meeting of Lincolnshire-Prairie View School District 103 was held on Thursday, March 7, 2013 in the Learning Center of Daniel Wright Junior High School located at 1370 N. Riverwoods Road, Lincolnshire, Illinois.

The following Board Members were in attendance:

Gary Gordon, President
Larry Rivkin, Vice President
Chris Curtis
David Panitch
Sherri Thomas
Gary Walrath
Ben Yomtoob

Absent: None

Also present were:

Dr. Scott Warren, Superintendent
Dan Stanley, Assistant Superintendent for Business
Julie Postma, Director of Student Services
Sandy Simon
Kate Harper
Anne van Gerven
Norma Taylor, Board Secretary

Executive Session convened at 7:40 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees and collective negotiating matters.

Dr. Warren and the Board discussed issues relating to teacher contract negotiations.

At 9:02 p.m. Kate Harper, Sandy Simon, Anne van Gerven, Dan Stanley, and Julie Postma left the meeting.

Dr. Warren and the Board discussed issues relating to specific employees.

Motion by Mr. Panitch, seconded by Mr. Yomtoob, to return to Open Session at 9:05 p.m.

Voice Vote: All Ayes. No Nays. Motion carried.

President Board of Education

Secretary Board of Education

Bills Payable List Fund Total

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Lincolnshire-Prairie View SD #103

Fund Code	Description	Amount
10	Education Fund	495,614.56
20	Oper, Build, & Maint Fund	57,834.61
30	Debt Service Fund or Fund Group	70,735.18
40	Transportation Fund	46,883.99
60	Capital Projects Fund or Fund Group	23,035.09
Report Total		<u><u>\$694,103.43</u></u>

Bills Payable List

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Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
ADVOCATE OCCUPATIONAL HEALTH					
		BUS DRIVER SCREENING	19	104.00	40-2550-690
		BUS DRIVER SCREENINGS-3	19	312.00	40-2550-690
		BUS DRIVER SCREENINGS-3	19	334.00	40-2550-690
				<u>\$750.00</u>	
ALBAN, NANCY					
		REIMB-DW MUSICAL SUPPLIES	19	150.82	10-1190-419
				<u>\$150.82</u>	
ALL COVERED					
		BACK-UP POWER SUPPLY	19	968.00	10-2660-700
0000007341		WIRELESS NETWORK FOR HD AND DW	19	60,414.38	10-2660-700
0000007341		TECHNOLOGY SUPPLIES	19	49.16	10-2660-700
0000007341		WIRELESS NETWORK FOR HD AND DW	19	2,248.40	10-2660-700
				<u>\$63,679.94</u>	
AMALGAMATED BANK OF CHICAGO					
		BOND ISSUE 3784-INTEREST	19	63,951.25	30-5200-624
				<u>\$63,951.25</u>	
APPLE COMPUTER INC.					
		ADAPTERS	19	190.00	10-2660-410
				<u>\$190.00</u>	
ASCD					
0000007393		REGISTRATION-R.WILCOX	19	469.00	10-2210-314
0000007393		REGISTRATION-K.FRANTOM	19	413.00	10-2210-314
0000007393		REGISTRATION-C.WYLIE	19	313.00	10-2210-314
0000007393		REGISTRATION-J.BRASKICH	19	413.00	10-2210-314
				<u>\$1,608.00</u>	
AT & T					
		LONG DISTANCE TELEPHONE/MARCH	19	57.44	10-2540-341
		LONG DISTANCE TELEPHONE/MARCH-103 CLUB	19	0.52	10-3500-341
				<u>\$57.96</u>	
AT&T MOBILITY					
		IPAD DATA SERVICE	19	280.00	10-2540-341
				<u>\$280.00</u>	
AT&T					
		TELEPHONE-D103 CLUB	19	86.60	10-3500-341
		TELEPHONE	19	5,995.67	10-2540-341
				<u>\$6,082.27</u>	
ATTAINMENT COMPANY INC					
0000007247		HEALTH, DEVELOPMENT & GROWTH BOOKS	19	65.00	10-2110-410
				<u>\$65.00</u>	
BARRETT MOVING & STORAGE					
		STORAGE-SPRAGUE PROJECT	19	774.00	60-2530-532
				<u>\$774.00</u>	
BERCOS EDUCATIONAL CONSULTING					
		FEB PSYCH SERVICES	19	838.30	10-2140-390
		JAN PSYCH SERVICES	19	450.30	10-2140-390

Bills Payable List

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Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$1,288.60</u>	
BLICK ART MATERIALS					
	0000007371	RED ROPE PORTFOLIOS-SP	19	86.50	10-1111-400
				<u>\$86.50</u>	
BLOMBERG, ANNA MARIE					
		REIMB-ICE CONF EXPENSES	19	68.18	10-2210-300
				<u>\$68.18</u>	
BRASKICH, JUSTINE					
		REIMB-SUPPLIES	19	25.94	10-2210-492
				<u>\$25.94</u>	
BROOK MAYS MUSIC COMPANY					
	0000007324	REPLACEMENT CLOTH PIANO COVER-DAMAGED/CONST	19	156.80	60-2530-531
				<u>\$156.80</u>	
BUCKARDT, NAN					
		REIMB SCIENCE OLYMPIAD SUPPLIES	19	85.70	10-1550-410
		REIMB SCIENCE OLYMPIAD TRAVEL-OHIO INVITE	19	221.34	10-1550-332
				<u>\$307.04</u>	
BUCKLEY, MARY ELLEN					
		REIMB SCIENCE OLYMPIAD TRAVEL-OHIO INVITE	19	698.81	10-1550-332
				<u>\$698.81</u>	
CAL					
		FLES PORGRAM IMPLEMENTATION-2ND INSTALLMENT	19	14,500.00	10-2210-314
		REIMB-TRAVEL FOR PROGRAM PRESENTER	19	841.81	10-2210-314
				<u>\$15,341.81</u>	
CAPELLI, SOPHIE					
		REIMB-SCIENCE BOWL SUPPLIES	19	120.90	10-1550-410
				<u>\$120.90</u>	
CAPITOL GRAPHICS & PROMOTIONS INC.					
	0000007359	ENVELOPES-DW/ADMIN	19	582.61	10-2520-360
				<u>\$582.61</u>	
CAREY ELECTRIC CONTRACTING INC.					
		ELECTRICAL FOR MAT MOVER-DW	19	285.00	20-2540-325
				<u>\$285.00</u>	
CDW GOVERNMENT INC.					
		BULBS, MEMORY, SOFTWARE	19	1,342.37	10-2660-410
		SOFTWARE MEDIA	19	26.11	10-2660-410
		SOFTWARE	19	69.79	10-2660-410
		PROJECTOR BULBS - 6	19	983.58	10-2660-410
		LAPTOP	19	1,759.01	10-2660-700
	0000007293	BARRACUDA WEB FILTER	19	2,343.21	10-2660-500
	0000007379	PROJECTOR BULBS - 6	19	983.58	10-2660-410
	0000007415	BARRACUDA WEB FILTER	19	4,792.01	10-2660-500
				<u>\$12,299.66</u>	
CHUAN ZHANG, JIAN					
		REFUND-LOST/RETURNED LIBRARY BOOK	19	16.00	10-1790
				<u>\$16.00</u>	

Bills Payable List

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
COCA COLA REFRESHMENTS					
		SODA/WATER-SP	19	194.88	10-2310-392
				<u>\$194.88</u>	
COMCAST CABLE					
		INTERNET-RIVERSHIRE	19	66.95	10-2540-392
				<u>\$66.95</u>	
CONSERV FS INC					
		ICE MELTER BAGS-DISTRICT	19	549.50	20-2540-400
		ICE MELTER BAGS-DISTRICT	19	549.50	20-2540-400
				<u>\$1,099.00</u>	
DEMCO					
	0000007370	OFFICE SUPPLIES-CURRICULUM	19	33.96	10-2210-410
	0000007389	SUPPLIES-DW LIBRARY	19	999.10	10-2220-410
				<u>\$1,033.06</u>	
DORNFELD PIANO TUNING					
	0000007436	TUNE TWO PIANOS-SP	19	270.00	10-1190-323
	0000007437	TUNE PIANO-HD	19	135.00	10-1190-323
				<u>\$405.00</u>	
DUGAN, EMILY					
		DANCE PROGRAMMING-FEB 7-28	19	784.00	10-2210-314
				<u>\$784.00</u>	
DUROWELD COMPANY INC					
		MACHINE VOLLEYBALL SLEEVES-DW	19	200.00	20-2540-325
				<u>\$200.00</u>	
EDUCATION WEEK					
	0000007441	SUBSCR-EDUCATION WEEK/S. WARREN	19	74.94	10-2320-312
				<u>\$74.94</u>	
FACE TO FACE PRODUCTIONS					
		PRESENTATION-HD 4/11/13	19	445.00	10-2210-325
				<u>\$445.00</u>	
FED ED					
	0000007442	S. WARREN MEMBERSHIP TO FED ED	19	325.00	10-2320-640
				<u>\$325.00</u>	
FEDEX					
		POSTAGE	19	20.66	10-2520-342
				<u>\$20.66</u>	
FILTER SERVICES INC.					
		HVAC FILTERS-DW	19	430.00	20-2540-400
				<u>\$430.00</u>	
FOLLETT EDUCATIONAL SERVICES					
	0000007375	SCIENCE EXPLORER PHYSICAL SCIENCE BOOKS-DW	19	1,167.27	10-2210-420
				<u>\$1,167.27</u>	
FOLLETT LIBRARY RESOURCES					
	0000007337	ILLUSTRATED ENCYCLOPEDIA-DW	19	30.60	10-2220-431
				<u>\$30.60</u>	

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
FOLLETT SOFTWARE COMPANY					
	0000007388	TWO SCANNERS	19	245.06	10-2220-410
				<u>\$245.06</u>	
FOX LOCKS INC					
		RE-KEY CYLINDERS-SP	19	67.00	20-2540-325
				<u>\$67.00</u>	
FOX RIVER FOODS INC.					
		103 CLUB SUPPLIES	19	1,428.49	10-3500-400
				<u>\$1,428.49</u>	
GARVEYS OFFICE PRODUCTS					
	0000007399	SUPPLIES-ADMIN	19	110.93	10-2310-410
	0000007427	COPY PAPER FOR SUPERINTENDENT'S OFFICE	19	58.50	10-2310-410
	0000007427	COPY PAPER FOR SUPERINTENDENT'S OFFICE	19	6.50	10-2310-410
				<u>\$175.93</u>	
GECRB/AMAZON					
	0000007321	BATTY THE BROWN BAT BEANIE BUDDY-SP	19	11.53	10-1111-4101
	0000007321	TEN SIDED DICE SET OF 6-SP	19	13.35	10-1111-4101
	0000007321	WILD KRATTZ-CREATURE ADVENTURE DVD-SP	19	17.91	10-1111-4101
	0000007321	BONGO THE MONKEY BEANIE BUDDY-SP	19	24.94	10-1111-4101
	0000007322	REPLACEMENT-UNIVERSAL REMOTE-SP	19	25.73	60-2530-531
	0000007323	REPLACEMENT-REFRIGERATOR-SP	19	303.35	60-2530-531
	0000007365	TWIST & WRITE PENAGAIN PENCILS-SP	19	15.88	10-1111-400
	0000007365	TWIST & WRITE LEAD REFILLS-SP	19	6.77	10-1111-400
				<u>\$419.46</u>	
GENESIS TECHNOLOGIES					
		TONER	19	135.00	10-2660-400
		TONER	19	257.00	10-2660-400
		TONER	19	622.04	10-2660-400
		TONER	19	2,394.03	10-2660-400
		TONER	19	831.06	10-2660-400
		TONER	19	938.48	10-2660-400
				<u>\$5,177.61</u>	
GEWALT HAMILTON ASSOC INC					
		PLAYGROUND ENGINEERING-SP	19	2,625.00	20-2540-324
				<u>\$2,625.00</u>	
GOODNATURE, KIERA					
		REIMB-CLASSROOM SUPPLIES	19	289.73	10-1112-4101
				<u>\$289.73</u>	
GRAPHIC 14 INCORPORATED					
	0000007384	BINDING COMBS-HD	19	53.54	10-1112-419
				<u>\$53.54</u>	
GRAYBAR ELECTRIC COMPANY, INC.					
		SHOP SUPPLIES-DW	19	207.54	20-2540-400
				<u>\$207.54</u>	
GREEN ASSOCIATES INC					
		SPRAGUE IMPROV-PHASE 2	19	12,825.21	60-2530-532

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
				<u>\$12,825.21</u>	
GROWER EQUIPMENT & SUPPLY					
		SNOWBLOWER REPAIR-HD	19	155.85	20-2540-323
				<u>\$155.85</u>	
GTM SPORTSWEAR					
	0000007372	VOLLEYBALL PANTS-DW STUDENT PD	19	1,036.00	10-1500-400
				<u>\$1,036.00</u>	
HALDEMAN-HOMME INC.					
	0000007176	WRESTLING MAT MOVER FOR WHITE GYM	19	14,410.00	20-2540-500
				<u>\$14,410.00</u>	
HARDING MECHANICAL INC					
		SERVICE ALL HEAT PLANTS-DW	19	812.00	20-2540-325
		BOILER, HOT WATER HEATER REPAIR-SP	19	1,218.00	20-2540-325
		SERVICE ROOF TOP UNITS-DW	19	902.21	20-2540-325
				<u>\$2,932.21</u>	
HARPER, JILL					
		REIMB-CONF REGISTRATION/MILEAGE	19	136.35	10-2210-314
				<u>\$136.35</u>	
HEINEMANN					
	0000007398	BOOKS FOR CLASSROOM-C. SMITH	19	165.53	10-1111-400
	0000007398	BOOKS FOR CLASSROOM-C. SMITH	19	94.62	10-1111-421
				<u>\$260.15</u>	
HOME DEPOT CREDIT SERVICES					
		BUILDING SUPPLIES	19	54.00	20-2540-400
		BUILDING SUPPLIES	19	17.97	20-2540-400
		SHOP SUPPLIES	19	69.55	20-2540-400
				<u>\$141.52</u>	
IMPREST					
		DILLMAN, JOE-REF VB 2/5/13	19	50.00	10-1500-319
		XU, KEVIN-PIANIST FEE SOLO/ENSEMBLES	19	400.00	10-1190-392
		JERZYK, M REIMB-OUTDOOR ED TRUCK	19	501.08	10-2192-300
		POSTMA, J GUIDED CLASS PETTY CASH	19	453.37	10-1200-410
		DILLMAN, JOE-VB REF 2/12/13	19	50.00	10-1500-319
		BURZA, DON-VB REF 2/12/13	19	50.00	10-1500-319
		SECRETARY OF STATE-BUS DRIVER PERMI	19	4.00	40-2550-690
		SECRETARY OF STATE-BUS DRIVER PERMI	19	4.00	40-2550-690
		SECRETARY OF STATE-BUS DRIVER PERMI	19	4.00	40-2550-690
		SECRETARY OF STATE-BUS DRIVER PERMI	19	4.00	40-2550-690
		SECRETARY OF STATE-BUS DRIVER PERMI	19	4.00	40-2550-690
		REO-10 BUS DRIVERS- REFRESHER COURSE	19	80.00	40-2550-690
		JASON'S DELI-CURR MTG LUNCHES DW/SP	19	177.32	10-2210-314
		BLAST ZONE-103 CLUB FIELD TRIP 2/18/13	19	665.00	10-3500-390
		SHEDD AQUARIUM-103 CLUB FIELD TRIP 3/15/13	19	234.00	10-3500-390
		SCHOLLE, KEVIN-WRESTLING REF 2/14/13	19	65.00	10-1500-319
		KORDA, DONNA-VB REF 2/14/13	19	50.00	10-1500-319
		GRAY, SHELLEY VB REF 2/14/13	19	50.00	10-1500-319
		LYRIC OPERA OF CHICAGO-BAND FIELD TRIP	19	1,120.00	10-1190-392

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Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		SHELDON, JOAN-VB REF 2/19/13	19	50.00	10-1500-319
		PANICH, RICH-VB REF 2/20/13	19	50.00	10-1500-319
		WIEDEMAN, STANLEY-VB REF 2/20/13	19	50.00	10-1500-319
		DILLMAN, JOE-VB REF 2/21/13	19	50.00	10-1500-319
		KORDA, DONNA-VB REF 2/21/13	19	50.00	10-1500-319
		PAPA JOHNS-SNOWFLAKE DANCE-DW/PIZZA	19	508.50	10-1120-419
		NORTH SUB REGION IJAS-SCIENCE FAIR	19	30.00	10-1550-690
		ENCHANTED CASTLE-103 CLUB FIELD TRIP 3/4/13	19	1,445.15	10-3500-390
		DILLMAN, JOE-VB REF 2/26/13	19	50.00	10-1500-319
		BURZA, DON-VB REF 2/27/13	19	50.00	10-1500-319
		SHELDON, JOAN-VB REF 2/28/13	19	50.00	10-1500-319
		VERGARA, RAYMOND-VB REF 2/28/13	19	50.00	10-1500-319
		IMPREST BANK SERVICE CHARGE	19	938.57	10-2520-316
0000007363		BARRINGTON M.S. PO 7363 SCHOL BOWL ENTRY	19	140.00	10-1550-690
0000007380		YES YOU CAN-SNOWFLAKE SPEAKER DEP.	19	300.00	10-1120-392
				<u>\$7,777.99</u>	
INFO COR					
		SMARTBOARD EQUIPMENT	19	24,569.30	10-2660-500
				<u>\$24,569.30</u>	
INNER SECURITY SYSTEMS INC					
		FIRE ALARM-RIVERSHIRE	19	492.00	20-2540-325
		FIRE ALARM-BUS TERMINAL	19	492.00	20-2540-325
		FIRE ALARM-BUS HD	19	246.00	20-2540-325
		FIRE ALARM-SP	19	156.00	20-2540-325
		FIRE ALARM-DW	19	156.00	20-2540-325
				<u>\$1,542.00</u>	
INSTITUTE FOR EDUCATIONAL DEV.					
0000007413		REGISTRATION 4/11/13 SEMINAR-A.SOTOS	19	219.00	10-2210-300
0000007421		REGISTRATION 4/5/13 SEMINAR-K.FENDER	19	219.00	10-2210-300
				<u>\$438.00</u>	
INTEGRATED SYSTEMS CORP					
		SKYWARD HOSTING-APRIL	19	400.00	10-2660-392
				<u>\$400.00</u>	
INTEGRYS ENERGY SERVICES INC					
		ELECTRICITY-HD	19	2,323.58	10-2540-466
		ELECTRICITY-SP	19	6,452.16	10-2540-466
		ELECTRICITY-DW	19	9,075.75	10-2540-466
				<u>\$17,851.49</u>	
INTEGRYS ENERGY SERVICES					
		NATURAL GAS-DW	19	6,993.07	10-2540-465
		NATURAL GAS-HD	19	3,200.09	10-2540-465
		NATURAL GAS-SP	19	3,188.50	10-2540-465
				<u>\$13,381.66</u>	
INTERSTATE ALL BATTERY CENTER					
		REPLACEMENT BATTERIES/ALARM SYSTEM-DW	19	43.90	20-2540-400
				<u>\$43.90</u>	
JC SPORTS					

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	0000007347	WRESTLING TEAM CLOTHING-DW STUDENT PD	19	764.25	10-1500-400
				<u>\$764.25</u>	
JMS ENVIRONMENTAL ASSOC					
		FALL 2012 ASBESTOS AHERA SURVEILLANCE	19	1,185.00	20-2540-325
		FALL 2011 ASBESTOS AHERA SURVEILLANCE	19	1,185.00	20-2540-325
		SPRING 2012 ASBESTOS AHERA SURVEILLANCE	19	1,185.00	20-2540-325
		SPRAGUE IMPR PROJ PHASE 2	19	8,950.00	60-2530-532
				<u>\$12,505.00</u>	
KESHET DAY SCHOOL					
		TUITION-FEBRUARY	19	6,397.60	10-1912-600
				<u>\$6,397.60</u>	
KHVALABOV, IGOR					
		REFUND-LOST/RETURNED LIBRARY BOOK	19	18.00	10-1790
				<u>\$18.00</u>	
KODEBOYINA, SIVA					
		REFUND-LOST/RETURNED LIBRARY BOOK	19	20.00	10-1790
				<u>\$20.00</u>	
KORB, RANDY					
		FINAL PAYMENT-BUTTERFLY/FROG PRESENTAION-SP	19	1,100.00	10-1111-390
				<u>\$1,100.00</u>	
KORMAN, LAUREN					
	0000007401	REIMB-BOOKS FOR CLASSROOM	19	3.99	10-1111-421
	0000007401	REIMB-BOOKS FOR CLASSROOM	19	9.57	10-1111-400
				<u>\$13.56</u>	
KOWAL, KRISTINE					
		REIMB-RETIREE INSURANCE FEB-AUG 2013	19	1,609.50	10-2130-225
				<u>\$1,609.50</u>	
KRAUSE ELECTRICAL CONTRACTORS INC					
		REPAIR ELECTRICAL CIRCUIT-HD	19	345.73	20-2540-325
		ADD EXTERIOR OUTLET FOR TRUCK HEATER-SP	19	586.63	20-2540-325
				<u>\$932.36</u>	
LAKE COOK DISTRIBUTORS					
		ROLL OF THUNDER-STUDENT PD NOVELS	19	626.08	10-1120-410
				<u>\$626.08</u>	
LAKE COUNTY HEALTH DEPT					
		DSM 5 WORKSHOP-10 PARTICIPANTS	19	555.00	10-2210-390
				<u>\$555.00</u>	
LAKELAND/LARSEN ELEVATOR CORP.					
		ELEVATOR MAINT-HD	19	182.00	20-2540-325
				<u>\$182.00</u>	
LAUREATE DAY SCHOOL					
		TUITION-JANUARY	19	4,599.60	10-1912-600
				<u>\$4,599.60</u>	
LECHNER AND SONS INC.					
		TOWEL SERVICE	19	102.00	10-1500-392
		TOWEL SERVICE	19	102.00	10-1500-392

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		TOWEL SERVICE	19	102.00	10-1500-392
		TOWEL SERVICE	19	102.00	10-1500-392
		TOWEL SERVICE	19	102.00	10-1500-392
				<u>\$510.00</u>	
MACKLIN, LAUREN		REIMB-OUTDOOR ED T-SHIRT SUPPLIES	19	106.00	10-2192-400
				<u>\$106.00</u>	
MACROWSKI, JUDY		REIMB-RETIREE INS. JULY 2012-JAN 2013	19	2,900.00	10-1200-220
				<u>\$2,900.00</u>	
MAU, JILL		REIMB-REPLACE CHECK 14654-EOY STAFF BREAK.	19	268.21	10-2410-4102
				<u>\$268.21</u>	
MCLELLAND, GRETCHEN		REIMB-CLASSROOM PROJECTS SUPPLIES	19	4.40	10-1112-400
		REIMB-CLASSROOM SUPPLIES	19	75.88	10-1112-4101
				<u>\$80.28</u>	
METRO PROFESSIONAL PRODUCTS		FLOOR SCRUBBER REPAIR-HD	19	554.70	20-2540-323
		FLOOR SCRUBBER REPAIR-HD	19	151.25	20-2540-323
				<u>\$705.95</u>	
MIDCO		PHONE REPAIRS	19	45.00	10-2660-323
		PHONE REPAIRS	19	45.00	10-2660-323
		ALARM REPAIRS-DW	19	45.00	10-2660-323
				<u>\$135.00</u>	
MIDLAND PAPER					
	0000007279	COPY PAPER	19	2,402.00	10-2520-412
				<u>\$2,402.00</u>	
MIDWEST TRANSIT EQUIP-S.HOLLAND		REPAIR HEATER-BUS 27	19	196.40	40-2550-323
		IL STATE INSPECTION-BUS 15	19	31.80	40-2550-329
		SERVICE-BUS 15	19	1,158.72	40-2550-323
		SERVICE-BUS 19	19	107.96	40-2550-323
		SERVICE-BUS 27	19	149.25	40-2550-323
		SERVICE-BUS 24	19	130.89	40-2550-323
		SERVICE-BUS 1	19	99.50	40-2550-323
				<u>\$1,874.52</u>	
MORTON SALT INC		BULK ROAD SALT-DISTRICT	19	2,584.51	20-2540-400
				<u>\$2,584.51</u>	
MULLER, CHRISTINA		REIMB-TUITION EDU 6200	19	675.00	10-1111-230
				<u>\$675.00</u>	
MUSIC & ARTS CENTER		SHIRTS/METRANOME/SNARE DRUM	19	210.96	10-1190-4143

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		SHIRTS	19	49.99	10-1190-4143
	0000007416	SHEET MUSIC-ORCHESTRA	19	64.00	10-1190-4143
				<u>\$324.95</u>	
MUTUAL ACE HARDWARE					
		SHOP SUPPLIES	19	129.01	20-2540-400
				<u>\$129.01</u>	
NACHBAR, MICHELLE					
		REIMB-ASA SUPPLIES/RECYCLABLE ART	19	119.36	10-2190-410
				<u>\$119.36</u>	
NATIONAL SCHOOL FORMS					
	0000007402	DAILY INSPECTION BOOKLETS	19	584.25	40-2550-410
				<u>\$584.25</u>	
NCS PEARSON INC					
	0000007352	PPVT-4 RECORD FORM A	19	57.20	10-2150-410
	0000007367	COMPREHENSIVE TEST OF PHONOLOGICAL PROCESSING	19	349.80	10-2140-410
	0000007367	GORT-5 GRAY ORAL READING TEST	19	291.50	10-2140-410
				<u>\$698.50</u>	
NETWORK SERVICES COMPANY					
		CUSTODIAL SUPPLIES-HD	19	1,457.92	20-2540-400
		CUSTODIAL SUPPLIES	19	2,444.47	20-2540-400
		CUSTODIAL SUPPLIES	19	1,837.59	20-2540-400
				<u>\$5,739.98</u>	
NEW HOPE ACADEMY					
		TUITION-FEBRUARY	19	3,915.52	10-1912-600
				<u>\$3,915.52</u>	
NEXTEL COMMUNICATIONS					
		CELL PHONES	19	139.16	20-2540-341
		CELL PHONES	19	74.15	40-2550-341
		CELL PHONES	19	16.35	10-2540-341
				<u>\$229.66</u>	
NIHIP					
		VOLUNTARY LIFE/TRANS-MARCH	19	241.40	40-2550-221
		LIFE/LTD INSURANCE/TRANS-MARCH	19	132.44	40-2550-221
		HEALTH INSURANCE/TRANS-MARCH	19	22,167.31	40-2550-220
		LIFE/LTD INSURANCE/B&G-MARCH	19	72.90	20-2540-221
		HEALTH INSURANCE/B&G-MARCH	19	12,912.62	20-2540-220
		LIFE/LTD INSURANCE/ED-MARCH	19	3,413.25	10-2690-221
		VOLUNTARY LIFE/ED-MARCH	19	399.80	10-2690-221
		HEALTH INSURANCE/ED-MARCH	19	217,195.07	10-2690-220
				<u>\$256,534.79</u>	
NORTH AMERICAN					
		CUSTODIAL SUPPLIES	19	97.50	20-2540-400
		REPLACEMENT FLOOR MACHINE HOSE	19	83.50	20-2540-400
				<u>\$181.00</u>	
NORTHWEST SUBURBAN SPECIAL					
		SPECIAL EDUCATION TRANS-AUG 2012-NOV 2012	19	3,112.24	40-2550-333

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				<u>\$3,112.24</u>	
NSPRA					
	0000007336	KIM SYLVAN WEBINAR AUDIO FILE	19	10.00	10-2310-392
	0000007336	KIM SYLVAN REGISTRATION FEE NSPRA WEBINAR	19	49.00	10-2310-392
	0000007419	SUBSCRIPTION NAT'L SCHOOL PUBLIC RELATIONS	19	260.00	10-2310-640
				<u>\$319.00</u>	
NSTA					
	0000007358	NATIONAL CONF. REG.-P.NORDHAUS	19	406.00	10-2210-300
				<u>\$406.00</u>	
ORALS, PAM					
		REIMB-ILL MUSIC EDUCATORS CONF. EXPENSES	19	466.48	10-2210-314
				<u>\$466.48</u>	
OWP/P/CANNON DESIGN INC.					
		FACILITY ASSESSMENT FEES	19	2,815.65	10-2310-392
		FACILITY ASSESSMENT FEES	19	5,631.30	10-2310-392
		FACILITY ASSESSMENT FEES	19	5,631.30	10-2310-392
				<u>\$14,078.25</u>	
PADDOCK PUBLICATIONS INC					
		LEGAL NOTICE- SP ASPESTOS	19	59.80	10-2520-360
				<u>\$59.80</u>	
PADDOCK PUBLICATIONS					
		DW/NEWSPAPERS	19	16.40	10-2220-440
		ADM/NEWSPAPERS	19	16.40	10-2220-440
		SP/NEWSPAPERS	19	16.40	10-2220-440
		HD/NEWSPAPERS	19	16.40	10-2220-440
				<u>\$65.60</u>	
PANERA BREAD					
		LUNCH-BARGAINING TRAINING	19	159.86	10-2310-392
		LUNCH-BARGAINING TRAINING	19	222.29	10-2310-392
				<u>\$382.15</u>	
PARK DISTRICT OF HIGHLAND PARK					
		GRADE 2 PICNIC PERMIT-5/31/13	19	280.00	10-1111-300
				<u>\$280.00</u>	
PEPSI-COLA					
		SODA/WATER-DW	19	619.74	10-2310-392
				<u>\$619.74</u>	
PIONEER PRESS NEWSPAPERS					
	0000007433	D103 AD IN CHAMBER OF COMMERCE GUIDE	19	205.00	10-2520-360
				<u>\$205.00</u>	
PITNEY BOWES					
		POSTAGE-SP	19	118.00	10-2520-342
		POSTAGE-HD	19	200.00	10-2520-342
		POSTAGE-DW	19	240.00	10-2520-342
				<u>\$558.00</u>	
PMA SECURITIES INC					
		DISSEMINATION AGENT FEE	19	2,000.00	10-2310-392

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				<u>\$2,000.00</u>	
POSTMA, JULIE		LUNCH-10 EMPLOYEES-4/15/12 DSM-5 SEMINAR	19	120.00	10-2210-390
				<u>\$120.00</u>	
PRESUTTI, KAREN		REIMB-OUTDOOR ED/DW TRAVEL	19	105.09	10-2192-300
				<u>\$105.09</u>	
PRIMARY CONCEPTS					
000007386		BOOKS - L. EGEN	19	134.96	10-1111-421
000007386		NATE THE GREAT/GRAPHIC SPARKS	19	106.96	10-1111-421
000007412		GIRLS INTEREST EARLY SUPER SET	19	86.24	10-1111-400
				<u>\$328.16</u>	
PRUFROCK PRESS					
000007376		DIFFERENTIATION MADE SIMPLE	19	23.43	10-2210-400
000007376		SMART ART GRADES 2-10	19	23.42	10-2210-400
				<u>\$46.85</u>	
QUEST FOOD MANAGEMENT SERVICES INC.					
		JANUARY MILK-103 CLUB	19	242.10	10-3500-400
				<u>\$242.10</u>	
QUILL CORPORATION					
		DVD-R 100 PACKS-2	19	59.98	10-2660-410
		BATTERIES	19	35.98	10-2660-410
		CDR 80 PACK-1/DVD-R 16X PACKS-2	19	125.97	10-2660-410
000007360		FOLDERS/FILE JACKETS-SP	19	230.39	10-1111-412
000007368		SUPPLIES-CURRICULUM	19	97.25	10-2210-410
000007383		OFFICE SUPPLIES-HD	19	129.43	10-2410-4102
000007400		OFFICE SUPPLIES-DW	19	18.85	10-2410-4103
000007400		OFFICE SUPPLIES-DW	19	129.47	10-2410-4103
000007409		SUPPLIES-L. KORMEN	19	38.48	10-1111-400
000007409		SUPPLIES-L.KORMEN/SP	19	6.44	10-1111-400
000007414		SUPPLIES-ADMIN	19	99.08	10-2520-410
000007417		PENCILS-DW	19	195.16	10-2410-4103
				<u>\$1,166.48</u>	
R & G CONSULTANTS					
		MEDICAID ELIGIBLE STUDENT LISTING	19	198.90	10-1200-392
				<u>\$198.90</u>	
R.A. ADAMS ENTERPRISES INC.					
		REPLACEMENT PLOW	19	3,775.00	20-2540-500
				<u>\$3,775.00</u>	
RCYRBA					
		LABELS-REBECCA CAUDILL CONTEST NOVELS	19	15.00	10-2220-410
				<u>\$15.00</u>	
REED, JAMI					
		REIMB-CLASSROOM SUPPLIES	19	206.88	10-1112-400
				<u>\$206.88</u>	
RENDL, BECKY					

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		REIMB-TUITION EDT 6040	19	675.00	10-1120-230
				<u>\$675.00</u>	
RETA SECURITY INC					
		FACILITY SECURITY ASSESSMENT	19	7,500.00	10-2310-392
				<u>\$7,500.00</u>	
REYNOLDS, KATIE					
		REIMB-SPRINGFIELD CONF EXPENSES	19	275.18	10-2210-314
				<u>\$275.18</u>	
RICOH AMERICAS CORP					
		COPIER LEASE	19	689.00	30-5300-611
				<u>\$689.00</u>	
RIEHECKY, JANET					
		MYSTERY & MAGIC PRESENTATION-SP	19	2,000.00	10-2210-325
				<u>\$2,000.00</u>	
SAFEWAY, INC.					
		SUPLIES-103 CLUB	19	55.96	10-3500-400
		SUPPLIES-103 CLUB	19	37.09	10-3500-400
		SUPPLIES-FACS COOKING CLASS-DW	19	130.27	10-1120-411
		SUPPLIES-FACS COOKING CLASS-DW	19	129.36	10-1120-411
		SUPPLIES-FACS COOKING CLASS-DW	19	126.77	10-1120-411
				<u>\$479.45</u>	
SAMS CLUB					
		CUSTODIAL SUPPLIES	19	23.96	20-2540-400
		103 CLUB SUPPLIES	19	98.86	10-3500-400
0000007378		BOARD MEETING FOOD	19	31.34	10-2310-410
0000007391		SNOWFLAKE-SNACKS/DW	19	309.41	10-1120-490
0000007418		OFFICE SUPPLIES-SP	19	65.06	10-1111-419
0000007425		ADMIN SUPPLIES	19	38.30	10-2310-410
0000007429		MARCH COW MTG FOOD	19	34.42	10-2310-410
				<u>\$601.35</u>	
SANTELLA, HEATHER					
		REIMB-TRAVEL/WRITE TOOLS WRITING WORKSHOP	19	19.15	10-2210-332
		REIMB-ICE CONFERENCE EXPENSES	19	53.99	10-2210-300
				<u>\$73.14</u>	
SCALES & TALES TRAVELING ZOO					
		PRESENTATION-SP 12/11/12	19	825.00	10-2210-325
				<u>\$825.00</u>	
SCANTRON CORPORATION					
0000007392		QUESTION/ANSWER STRIPS	19	1,225.26	10-1120-410
				<u>\$1,225.26</u>	
SCARIANO HIMES AND PETRARCA					
		LEGAL SERVICES-JANUARY	19	1,014.30	10-2310-318
		LEGAL SERVICES-FEBRUARY	19	3,211.95	10-2310-318
				<u>\$4,226.25</u>	
SCHOOL DISTRICT 103 PTO					
		4TH GR STATE FAIR-EGG INCUBATORS	19	219.98	10-2210-419

Bills Payable List

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Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		HEPCO-FABRIC FOR BOOK COVERS	19	41.92	10-2210-419
		FRACTION CAFE-SUPPLIES	19	282.79	10-2210-419
		COLONIAL DAYS-SUPPLIES/LUNCH	19	241.92	10-2210-419
		FRACTION CAFE-PIZZA	19	196.00	10-2210-419
		FRACTION CAFE-SUPPLIES	19	378.30	10-2210-419
		ART CART SUPPLIES	19	58.93	10-2210-419
		HEPCO SUPPLIES	19	96.23	10-2210-419
		4TH GRADE STATE FAIR SUPPLIES	19	37.66	10-2210-419
				<u>\$1,553.73</u>	
SCHOOL SPECIALTY INC.					
	000007397	WALL POCKET FILE HOLDER-EMERG BOOKS/HD	19	31.52	10-1112-419
				<u>\$31.52</u>	
SCIENCE OLYMPIAD					
	000007404	SCIENCE OLYMPIAD BOOKS	19	41.75	10-1550-410
				<u>\$41.75</u>	
SEDOL					
		TUITION-FEBRUARY	19	248.23	10-4220-600
				<u>\$248.23</u>	
SHELL FLEET PLUS					
		TRUCK FUEL	19	1,060.78	20-2540-464
		BUS FUEL	19	17,449.49	40-2550-464
				<u>\$18,510.27</u>	
SHERIDAN AUTO PARTS					
		SUPPLIES	19	144.77	40-2550-410
				<u>\$144.77</u>	
SPECIALIZED DATA SYSTEMS					
		SOFTWARE MAINTENANCE-ANNUAL	19	4,430.00	10-2520-392
				<u>\$4,430.00</u>	
SPEECH PATH SPECIALISTS					
		SPEECH SERVICES 2/5/13-3/1/13	19	7,968.75	10-2150-392
				<u>\$7,968.75</u>	
SPORTS 11 INC.					
		SCHOLASTIC BOWL SHIRTS-DW STUDENT PD	19	390.00	10-1550-410
				<u>\$390.00</u>	
STENBERG, AMY					
		REIMB-TECHNOLOGY CONFERENCE REGISTRATION FEE	19	25.00	10-2210-300
		REIMB-TUITION EDT 6050	19	675.00	10-1120-230
		REIMB-ICE CONFERENCE EXPENSES	19	235.30	10-2210-300
				<u>\$935.30</u>	
STEVENSON HIGH SCHOOL					
		ORCH/CHORUS CONCERT 1/31/13	19	435.00	10-1190-392
				<u>\$435.00</u>	
SUNBURST DIGITAL					
	000007406	TYPE TO LEARN SOFTWARE 10/2012-10/2013	19	99.95	10-2660-410
				<u>\$99.95</u>	
SUNSET FOODS					

Bills Payable List

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Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		SNACKS-BARGAINING TRAINING	19	17.96	10-2310-410
		THANK YOU TREATS FROM BOE TO TRANS	19	51.95	10-2310-410
		SAFETY MEETING-FOOD	19	53.42	40-2550-410
				<u>\$123.33</u>	
TEAM WAREHOUSE					
	0000007374	GIRLS VOLLEYBALL SOCKS-STUDENT PD	19	358.00	10-1500-400
				<u>\$358.00</u>	
TECHSTAR AMERICA CORPORATION					
		STAPLES-DW	19	201.45	10-2410-4103
		STAPLES-DW	19	207.45	10-2410-4103
		TONER SHIPPING FEE-SP	19	18.95	10-2410-4101
	0000007396	STAPLES-HD	19	207.45	10-2410-4102
				<u>\$635.30</u>	
THOMAS, STEVE					
		REIMB-LOST/FOUND LIBRARY BOOK	19	11.00	10-1790
				<u>\$11.00</u>	
TIME FOR KIDS					
	0000007348	TIME FOR KIDS 3-4 GRADES 1/2 YEAR 8 CLASSROOM	19	616.00	10-1112-420
				<u>\$616.00</u>	
TIMM, JANET					
		REIMB-BUSINESS OFFICE SUPPLIES	19	65.39	10-2520-410
				<u>\$65.39</u>	
TOOMEY, AMANDA					
		REIMB-TUITION EDT 6050	19	675.00	10-1120-230
		REIMB-ICE CONF EXPENSES	19	62.80	10-2210-300
				<u>\$737.80</u>	
TYCO INTEGRATED SECURITY LLC					
		ALARM MONITORING	19	63.00	20-2540-325
				<u>\$63.00</u>	
UPS					
		POSTAGE	19	15.36	10-2520-342
				<u>\$15.36</u>	
US BANK VISA					
		IASBO-S.GAUNKY CONF. FEE	19	115.00	10-2210-314
		ED.TRAINING NETWORK-CONFERENCE REG.	19	398.00	10-2210-300
		MCAFEE-1 YR SUBSCRIPTION	19	212.27	10-2660-410
		ARTS & ACTIVITIES-3 YR SUBSCRIPTION	19	49.95	10-2220-440
		VERTICAL RESPONSE-EMAIL SERVICE	19	60.12	10-2310-410
		IPASS-BUSES	19	100.00	40-2550-329
		IPASS-BUSES	19	100.00	40-2550-329
		DELTA-NSTM CONF. AIRF-CHEIFETZ	19	269.80	10-2210-300
		IPA-ONLINE COURSE-K.REYNOLDS	19	237.50	10-2210-314
		NSTA-CHEIFETZ CONF REG-L.F. PAID	19	358.00	10-2215-390
		ASCD-K.REYNOLDS CONF REG	19	507.00	10-2210-314
		SCHOOL LIBRARY JOURNAL-1 YR SUBS.	19	88.99	10-2220-440
		AMERICAN AIR-NSTM CONF. AIR-CHEIFETZ	19	446.90	10-2210-300

Bills Payable List

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Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		INST. ED DEVELOPMENT-A.WARNER REGISTRATION	19	219.00	10-2210-390
		AIRSERVER-IPAD SOFTWARE	19	83.79	10-2660-410
		SMITH MICRO-SOFTWARE UTILITY	19	49.99	10-2660-410
		WEEBLY PRO SITE	19	39.95	10-2660-410
				<u>\$3,336.26</u>	
VILLAGE OF LINCOLNSHIRE					
		WATER/SEWER-DW	19	640.20	10-2540-370
		WATER/SEWER-SP	19	552.90	10-2540-370
		WATER/SEWER-TRANS	19	48.50	10-2540-370
		WATER/SEWER-HD	19	698.40	10-2540-370
		ELECTRICITY-RIVERSHIRE	19	230.97	10-2540-466
				<u>\$2,170.97</u>	
WALSH, CHRISTOPHER					
		REIMB-OUTDOOR ED/DW TRUCK RENTAL/FUEL/TOLLS	19	512.15	10-2192-300
				<u>\$512.15</u>	
WALSH, MARY ANN					
		REIMB-BAGS FOR STUDENTS	19	10.48	10-1111-400
				<u>\$10.48</u>	
WAREHOUSE DIRECT					
		REPLACEMENT VACUUM BAGS	19	46.00	20-2540-400
				<u>\$46.00</u>	
WASTE MANAGEMENT OF ILLINOIS INC					
		SANITATION SERVICES-DW	19	595.57	20-2540-325
		SANITATION SERVICES-HD	19	418.45	20-2540-325
		SANITATION SERVICES-SP	19	398.34	20-2540-325
				<u>\$1,412.36</u>	
WEMTA					
		CONFERENCE-M. WESTHOFF	19	260.00	10-2210-314
				<u>\$260.00</u>	
WEST MUSIC					
	0000007361	MUSIC SUPPLIES-SP	19	327.73	10-1190-4142
	0000007361	CREDIT-GLOCKENSPIEL BARS RETURNED	19	(37.00)	10-1190-4142
	0000007362	BOOKS-SP	19	69.29	10-1111-421
	0000007394	DJEMBE DRUM-SP-OMMPA PD	19	126.35	10-2215-410
	0000007394	DJEMBE DRUM-SP	19	25.00	10-2215-410
				<u>\$511.37</u>	
WILSON ELECTRONIC					
		REPAIR PA SYSTEM-HD	19	180.00	20-2540-325
				<u>\$180.00</u>	
WILSON, IAN					
		FINAL PAYMENT-SQUID PRESENTATION	19	1,000.00	10-1111-390
				<u>\$1,000.00</u>	
WOTAL, SUE					
		REIMB-SUPPLIES OUTDOOR ED-DW	19	65.37	10-2192-400
				<u>\$65.37</u>	
XEROX CORPORATION					

Bills Payable List

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Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
		SUPER. OFFICE XEROX LEASE	19	72.75	30-5300-611
		SUP. OFFICE EXCESS PRINT CHARGES	19	6.86	10-2520-325
		XEROX LEASE-HD	19	1,431.60	30-5300-611
		XEROX LEASE-DW	19	1,609.27	30-5300-611
		XEROX LEASE-SP	19	1,375.64	30-5300-611
		XEROX LEASE-SP	19	156.15	30-5300-611
		XEROX LEASE-DW	19	1,449.52	30-5300-611
				<u>\$6,101.79</u>	
			Report Total	<u><u>\$694,103.43</u></u>	



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

MEMO

To: Board of Education
From: Dan Stanley
CC: Dr. Scott Warren
Date: March 19, 2013
Re: Donations to Lincolnshire-Prairie View School District 103

During the month of February, 2013 the District received the following donations:

<u>Donors</u>	<u>Amount</u>	<u>Purpose of Donation</u>
Abbott Laboratories	\$36.00	Employee Giving Campaign

Recommendation:

We recommend approval by the Board of Education to accept the donations as presented with gratitude for the donors' generosity.



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: March 19, 2013
Re: 2013-2014 School Calendar

The 2013-2014 School Calendar is presented for Board approval. The calendar shows 179 student attendance days including five emergency days, four full-day Teacher Institute Days, three half-day school improvement days. The first and last days of school will be full days per Public Act 97-0742.

2013-2014 Proposed Public School Calendar for Lincolnshire-Prairieview SD 103, Draft, as of 2/26/2013

Codes: X = attendance day; XHI, XHPT, XID, XDS, XHS, XHSW, XHIH, XHPH, XHSH = half attendance day; XH = holiday attendance waiver; FPT, FPTH, WFPT = full day parent teacher conference; FI, WFI, FII = teacher inservice; PI, TI, TII = parent/teacher institute; ED = emergency day; XED = proposed emergency day; HOL = holiday; NIA = not in attendance

Total Days of Attendance: 179 Regular Day: **7:50AM - 2:35PM** Instruct. Day Lgth: **5 Hrs. 32 Mins.**

July 2013							August 2013							September 2013						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	25	26	27	28	29	30	29	30	31	1	2	3	4	26	27	28	29	30	31	1
1	2	3	4 HOL	5	6	7	5	6	7	8	9	10	11	2 HOL	3 X	4 X	5 NIA	6 X	7	8
8	9	10	11	12	13	14	12	13	14	15	16	17	18	9 X	10 X	11 X	12 X	13 X	14	15
15	16	17	18	19	20	21	19	20 TI	21 TI	22 X	23 X	24	25	16 X	17 X	18 X	19 X	20 X	21	22
22	23	24	25	26	27	28	26 X	27 X	28 X	29 X	30 X	31	1	23 X	24 X	25 X	26 X	27 X	28	29
29	30	31	1	2	3	4	2	3	4	5	6	7	8	30 X	1	2	3	4	5	6

July Atnd: 0 Accum: 0 Aug Atnd: 7 Accum: 7 Sept Atnd: 19 Accum: 26

October 2013							November 2013							December 2013						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1 X	2 X	3 X	4 X	5	6	28	29	30	31	1 X	2	3	25	26	27	28	29	30	1
7 X	8 X	9 X	10 X	11 TI	12	13	4 X	5 X	6 X	7 X	8 X	9	10	2 X	3 X	4 X	5 X	6 X	7	8
14 HOL	15 X	16 X	17 X	18 X	19	20	11 HOL	12 X	13 X	14 X	15 X	16	17	9 X	10 X	11 X	12 X	13 X	14	15
21 X	22 X	23 X	24 X	25 X	26	27	18 X	19 X	20 X	21 X	22 X	23	24	16 X	17 X	18 X	19 X	20 X	21	22
28 X	29 X	30 X	31 X	1	2	3	25 XHS	26 FPT	27 NIA	28 HOL	29 NIA	30	1	23 NIA	24 NIA	25 HOL	26 NIA	27 NIA	28	29
4	5	6	7	8	9	10	2	3	4	5	6	7	8	30 NIA	31 NIA	1	2	3	4	5

Oct Atnd: 21 Accum: 47 Nov Atnd: 16 Accum: 63 Dec Atnd: 15 Accum: 78

January 2014							February 2014							March 2014						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1 HOL	2 NIA	3 NIA	4	5	27	28	29	30	31	1	2	24	25	26	27	28	1	2
6 X	7 X	8 X	9 X	10 X	11	12	3 X	4 X	5 X	6 X	7 X	8	9	3 HOL	4 X	5 X	6 X	7 X	8	9
13 X	14 X	15 X	16 X	17 X	18	19	10 X	11 X	12 X	13 X	14 X	15	16	10 X	11 X	12 X	13 XHS	14 FPT	15	16
20 HOL	21 X	22 X	23 X	24 X	25	26	17 NIA	18 TI	19 X	20 X	21 X	22	23	17 X	18 X	19 X	20 X	21 X	22	23
27 X	28 X	29 X	30 X	31 X	1	2	24 X	25 X	26 X	27 X	28 X	1	2	24 NIA	25 NIA	26 NIA	27 NIA	28 NIA	29	30
3	4	5	6	7	8	9	3	4	5	6	7	8	9	31 X	1	2	3	4	5	6

Jan Atnd: 19 Accum: 97 Feb Atnd: 18 Accum: 115 Mar Atnd: 14 Accum: 129

April 2014							May 2014							June 2014						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1 X	2 X	3 X	4 X	5	6	28	29	30	1 X	2 X	3	4	26	27	28	29	30	31	1
7 X	8 X	9 X	10 X	11 X	12	13	5 X	6 X	7 X	8 X	9 X	10	11	2 X	3 X	4 X	5 XED	6 XED	7	8
14 X	15 X	16 X	17 X	18 NIA	19	20	12 X	13 X	14 X	15 X	16 X	17	18	9 XED	10 XED	11 XED	12	13	14	15
21 X	22 X	23 X	24 X	25 X	26	27	19 X	20 X	21 X	22 X	23 X	24	25	16	17	18	19	20	21	22
28 X	29 X	30 X	1	2	3	4	26 HOL	27 X	28 X	29 X	30 XHS	31	1	23	24	25	26	27	28	29
5	6	7	8	9	10	11	2	3	4	5	6	7	8	30	1	2	3	4	5	6

Apr Atnd: 21 Accum: 150 May Atnd: 21 Accum: 171 June Atnd: 8 Accum: 179

2013-2014 Lincolnshire-Prairieview SD 103 as of 2/26/2013

Calendar Legend - Totals for the Year

Calendar Code	Code Description	No. of Days	Totals
X	Pupil Attendance Day	171	
XHS	Half-Day School Improvement Program	3	
XED	Emergency Day-Proposed	5	
			Total Attendance Days: 179
FPT	Full-Day Parent/Teacher Conference	2	
TI	Teacher Institute/Workshop	4	
			Total Calendar Days: 185
HOL	Holiday	10	
NIA	Not in Attendance	18	

PT /In-Service/School Improv./Act of God/Interrupted Days/Delayed Start-Explanations

School Begin Date: School End Date:
 Regular Day: Instruct. Day Lgth:

Cal. Date	Cal. Code	Code Descr.	Student Attend.	Activity Time	Brief Explanation for Activity or School Closing
11/25/2013	XHS	Half-Day School Improvement Program	7:50AM 10:50AM	11:30AM 2:35PM	Staff development is planned to work on curriculum development. Parent conference will occur from 3:00-9:00 pm
11/26/2013	FPT	Full-Day Parent/Teacher Conference		7:50AM 2:35PM	Conferences will be held on Nov. 25 from 3:00-9:00 pm and on Nov. 26 from 9:00 am - 12:00 pm
03/13/2014	XHS	Half-Day School Improvement Program	7:50AM 10:50AM	11:30AM 2:35AM	Professional development will begin at 11:30. Parent teacher conferences will be held in the evening starting at 5:00-9:00 pm
03/14/2014	FPT	Full-Day Parent/Teacher Conference		7:50AM 2:35PM	Conferences will be held on March 14 from 3:00-9:00 p.m. and on March 15 from 9:00 a.m.-12:00 p.m.
05/30/2014	XHS	Half-Day School Improvement Program	7:50AM 10:50AM	11:30AM 2:35AM	The professional development committee has planned events for the implementation of current initiatives.



Lincolnshire – Prairie View School District 103
1370 RIVERWOODS ROAD
LINCOLNSHIRE, IL 60069
847.295.4030
(Fax) 847.295.9196

Memo

To: Board of Education
From: Christine Adler, Julie Bodeen, Jill Mau, Julie Postma, and Margaret St. Claire
CC: Dr. Scott Warren
Date: March 19, 2013
Re: Tenure Recommendations

We are pleased to recommend the following Lincolnshire-Prairie View School District 103 staff members for tenure at the end of the 2012-2013 school year.

SPRAGUE:
Pam Orals
Wendy Rood

DANIEL WRIGHT:
Samantha Balmes
Katherine Snowden



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: March 19, 2013
Re: Certified Staffing Plan

The Recommended Certified Staffing Plan for 2013-2014 is attached for your review. The plan was presented to the Board at the March 5, 2013 COW meeting and there are no changes since that meeting. It is my recommendation that the Board approve the plan for the 2013-2014 school year.

Recommended 2013-14 Certified Staffing Plan

Position	Actual 2012-13		Proposed 2013-14		Changes From 2012-13	
	# of Positions	FTE	# of Positions	FTE	# of Positions	FTE
Adaptive Physical Education Teacher	1	1.00	1	1.00		
Algebra Teacher	3	3.00	3	3.00		
Art Teacher	3	3.00	3	3.00		
Band Teacher	1	1.00	1	1.00		
Curriculum Enrichment Coordinator	1	1.00	1	1.00		
Early Childhood Teacher	1	1.00	1	1.00		
ELM Coordinator	3	3.00	3	3.00		
English Language Learners Teacher	3	2.80	3	2.80		
Family & Consumer Sciences Teacher	1	1.00	1	1.00		
General Music & Band Teacher	1	0.75	1	0.75		
General Music Teacher	2	2.00	2	2.00		
General Music and Chorus Teacher	1	1.00	1	1.00		
Guided Teacher	1	1.00	1	1.00		
Half-Day Self Contained Teacher	2	1.00	2	1.00		
Health Teacher	2	1.29	2	1.29		
K Intervention Specialist	1	1.00	1	1.00		
Language Arts/Reading Teacher	8	8.00	8	8.00		
Learning Behavior Specialist	14	13.50	15	14.50	1	1.00
Librarian	3	3.00	3	3.00		
Literacy Specialist	3	3.00	3	3.00		
Math Specialist	3	2.50	3	2.50		
Math Teacher	3	3.00	3	3.00		
Nurse	1	1.00	1	1.00		
Orchestra Teacher	2	2.00	2	2.00		
Performing Arts Teacher	1	1.00	1	1.00		
Physical Education Teacher	6	6.00	6	6.00		
Psychologist	2	2.00	2	2.00		
Reading Specialist	2	1.50	2	1.50		
Science Teacher	5	5.00	5	5.00		
Self Contained Teacher	44	44.00	44	44.00		
Social Studies Teacher	5	5.00	5	5.00		
Social Worker	5	5.00	5	5.00		
Spanish Teacher	3	3.00	3	3.00		
Speech Language Pathologist	4	3.80	4	3.80		
Technology Integration Specialist*	3	3.00	5	5.00	2	2.00
World Language Teacher	0	0.00	3	3.00	3	3.00
Total	144	140.14	150	146.14	6	6.00

* Title change from Technology Resource Teacher/Specialist in 2012-13



Lincolnshire – Prairie View School District 103
 1370 RIVERWOODS ROAD
 LINCOLNSHIRE, IL 60069
 847.295.4030
 (Fax) 847.295.9196

Memo

To: Dr. Warren and the Board of Education
From: Christine Adler, Julie Bodeen, Jill Mau, Julie Postma, and Margaret St. Claire
Date: March 19, 2013
Re: Probationary Staffing Recommendations

We are pleased to recommend continued employment of the following probationary staff members for the 2013-2014 school year.

SPRAGUE	HALF DAY	DANIEL WRIGHT
Danielle Cicero Luke Jones * Heather Korah Lauren Korman Megan Merchen Christina Muller Kara Plunkett * Holly Schlan	Teresa Lau Esther Lee Gretchen McLelland Steve Turini	Amanda Bacino Emma Bosley Justine Braskich Tess Buchberger Sheila Cummings Mike Jerzyk Luke Jones * Kimberly Long Alissa Lyman Lauren Macklin Stephanie McCaffer Kara Plunkett * Karen Presutti Andrea Shelton Triana Silliman Amanda Toomey Erinn Vincent Rachel Wiatrowski

*Assigned to two buildings



Lincolnshire – Prairie View School District 103
1370 RIVERWOODS ROAD
LINCOLNSHIRE, IL 60069
847.295.4030
(Fax) 847.295.9196

Memo

To: Dr. Warren and the Board of Education
From: Christine Adler, Julie Bodeen, Jill Mau, Julie Postma, and
Margaret St. Claire
Date: March 19, 2013
Re: Part-Time Contract Renewal

We are recommending the following staff to continue as part-time employees in the district for the 2013-2014 school year.

SPRAGUE:

Christine Andersen
Rebecca Clay
Laura Lunardi
Carol Smith

HALF DAY:

Margaret Duggan
Shirley Williamson

DANIEL WRIGHT:

Nancy Fencil
Derek Howell
Sue Larson
Ann Warner

**RESOLUTION FOR DISMISSAL
MATERNITY LEAVE REPLACEMENT**

WHEREAS, the teachers listed below were employed for the 2012-2013 school term as first, second, or third year probationary teachers; and

WHEREAS, the Board of Education has determined that these teachers shall be dismissed as of the end of the 2012-2013 school term and not re-employed for the 2013-2014 school term, pursuant to Section 24-11 of The School Code of Illinois (105 ILCS 5/24-11).

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Lincolnshire-Prairie View School District No. 103, Lake County, Illinois, as follows:

Section 1: That the following teachers are hereby dismissed effective as of the end of the 2012-2013 school term and not re-employed as teachers in this School District for the 2013-2014 school term:

Dana Bernstein
Kiera Goodnature

Section 2: That the President and Secretary of the Board of Education are hereby authorized and directed to give these teachers the attached written Notice of Dismissal (Exhibit 1), by certified mail, return receipt requested, at least forty-five (45) calendar days before the end of the 2012-2013 school term.

Section 3: That the Superintendent, or designee, shall also personally deliver a copy of this notice to each teacher listed.

Section 4: That this Resolution shall be in full force and effect forthwith upon its adoption.

Member _____ moved adoption of this Resolution and Member
_____ seconded it. Upon roll call vote, the members voted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ADOPTED this ____ day of _____, 2013.

President, Board of Education
Lincolnshire-Prairie View School
District 103, Lake County, Illinois

ATTEST:

Secretary, Board of Education

NOTICE OF DISMISSAL
Maternity Leave Replacement

March 20, 2013

To:
Dana Bernstein
1032 Crofton Court
Highland Park, IL 60035

Dear Dana:

We regret to advise you that the Board of Education of Lincolnshire-Prairie View School District No. 103, Lake County, Illinois, pursuant to Section 24-11 of The School Code of Illinois, has determined that you are to be honorably dismissed effective as of the end of the 2012-2013 school term and not re-employed for the 2013-2014 school term. Accordingly, your employment in and services to the School District shall terminate at the end of the 2012-2013 school term, which is presently scheduled to be June 6, 2013. The Board thanks you for your service and wishes you well in your future endeavors.

Very truly yours,

Board of Education
Lincolnshire-Prairie View School District
No. 103, Lake County, Illinois

By: _____
President, Board of Education

ATTEST:

Secretary, Board of Education

CERTIFIED MAIL
RETURN RECEIPT REQUESTED
AND HAND DELIVERED

Exhibit 1



Lincolnshire – Prairie View School District 103
1370 N. RIVERWOODS ROAD
LINCOLNSHIRE, IL 60069
847.295.4030
(Fax) 847.295.9196

Memo

To: Board of Education
From: Board Policy Committee
Date: March 19, 2013
Re: Second Reading for Board Policy Changes

It is recommended that the Board adopt the following policies:

2:20	Powers and Duties of the Board of Education
2:30	Board of Education Elections
2:110	Qualifications, Term, and Duties of Board Officers
2:125	Board Member Expenses
2:200	Types of Board of Education Meetings
2:220	Board of Education Meeting Procedure
4:20	Fund Balances
4:45	Insufficient Fund Checks and Debt Recovery
4:100	Insurance Management
4:110	Transportation
4:170	Safety
5:30	Hiring Process and Criteria
6:60	Curriculum Content
6:110	Programs for Students at Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program
6:210	Instructional Materials
6:65	Student Social and Emotional Development
7:270	Administering Medicines to Students

Note: Policy 5:125 Personal Technology and Social Media: Usage and Conduct was adopted August 2012. No change to the policy is recommended.

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

2:20

Board of Education

Powers and Duties of the Board of Education

The powers and duties of the Board of Education generally include:

1. Formulating, adopting, and modifying Board of Education policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
2. Employing a Superintendent and other personnel, making employment decisions, and dismissing personnel.
3. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
4. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation;
5. Letting contracts utilizing the public bidding procedure when required;
6. Providing, constructing, controlling, supervising, and maintaining adequate physical facilities;
7. Approving the curriculum, textbooks, and educational services;
8. Evaluating the educational program and approving School Improvement and District Improvement Plans when they are required to be developed or revised.
- 8-9. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance.
- 9-10. Establishing and supporting student discipline policies designed to maintain an environment conducive to learning, including hearing individual student suspension or expulsion cases brought before it.
- 10-11. Establishing attendance units within the District and assigning students to the schools;
- 11-12. Establishing the school year;
- 12-13. Providing student transportation services;
- 13-14. Entering into joint agreements with other boards of education to establish cooperative educational programs or provide educational facilities; and
- 14-15. Complying with requirements in the Abused and Neglected Child Reporting Act. Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.
- 15-16. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

yes
AKW

Comment [AK1]: A duty in this policy is reworded to align with 105 ILCS 5/10-17a. This statute details the requirements for presenting the district report card and school report card(s), including the requirements to present them at a regular school board meeting and post them on the district's website.
Issue 80, October 2012

2:20

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DRAFT UPDATE

LEGAL REF.: 105 ILCS 5/2-3.25d, 5/10, ~~4-et-seq.~~, 5/17-1, and 5/27-1.
115 ILCS 5/ ~~4-et-seq.~~
325 ILCS 5/4.

CROSS REF.: 1:10 (School District Legal Status), 2:10 (School District Governance), 2:80
(Board Member Oath and Conduct), 2:240 (Board Policy Development), 5:90
(Abused and Neglected Child Reporting)

ADOPTED: ~~November 8, 2010~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

2:30

Board of Education

Board of Education Elections

School District elections are non-partisan, governed by the general election laws of the State, and include the election of Board of Education members, various public policy propositions, and advisory questions. Board of Education members are elected at the consolidated election held on the first Tuesday in April in odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. The canvass of votes is conducted by the election authority within 21 days after the election.

The Board of Education's election duties are:

1. The Board, by proper resolution, may place ~~public policy propositions on the ballot on the ballot:~~ (a) public policy referendum according to Article 28 of the Election Code, or (b) advisory questions of public policy according to Section 9-1.5 of the School Code.
2. The Board President, Secretary, and the member with the longest continuous service, ~~whose nominating petition is not being challenged,~~ compose the Education Officers Electoral Board to hear and rule on objections to candidate nominating petitions and ~~voter petitions.~~ public questions. However, if any member of the Electoral Board is a candidate for the office for which the objection petition is filed, he or she is replaced on the Electoral Board by the School Board member with the second longest continuous service.
3. The Board Secretary or clerk serves as the local election official, assisted by designated representatives appointed by the Board.

LEGAL REF.: 10 ILCS 5/1-3, 5/2A, ~~1-1 et seq.~~, 5/10-9, 5/22-17, 5/22-18, and 5/28 ~~1 et seq.~~
105 ILCS 5/9 and 5/9-1.5. ~~et seq~~

CROSS REF.: 2:40 (Board Member Qualifications), 2:50 (Board Member Term of Office),
2:210 (Organizational Board of Education Meeting)

ADOPTED: July 10, 2006

Comment [AKL1]:

UPDATE 1: The section of this policy describing board election duties now identifies the type of questions a board may place on the ballot.

An advisory question must be authorized by majority vote of the board. A third type of public question – a voter-initiated petition – is not covered in the policy; the board does not have any duties regarding this type of petition. A voter-initiated petition must be filed with the school board secretary who, if the timelines are met, must certify the question to be placed on the ballot to the county clerk (10 ILCS 5/10-15, 5/28-2, and 5/28-5).
Issue 80, October 2012

Comment [AKL2]:

UPDATE 2: Details are added to the composition of the Education Officers Electoral Board.
Issue 80, October 2012

2:30

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DRAFT UPDATE

Lincolnshire - Prairie View School District 103

2:110

Board of Education

Qualifications, Term, and Duties of Board Officers

The Board of Education officers are: President and Vice President. These officers are elected or appointed by the Board at its organizational meeting. The appointment of the Secretary/Recording Secretary and Treasurer are also made at the organizational meeting.

President

The Board of Education elects a President from its members for a 2-year term. The duties of the President are:

1. Focus the Board meeting agendas on appropriate content and preside at all meetings;
2. Make all Board committee appointments;
3. Attend and observe any Board committee meeting at his or her discretion;
4. Represent the Board on other boards or agencies;
5. Serve as the Board's official spokesperson to the media;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Administer the oath of office to new Board members.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Vice President

The Board of Education elects a Vice President from its members for a 2-year term. The Vice President performs the duties of the President if:

- The office of President is vacant;
- The President is absent; or
- The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by special Board election.

Secretary/Recording Secretary

The Secretary shall be appointed by the Board and perform the following duties:

1. Keep Board meeting minutes;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Act as the local election authority for all school elections;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and

Comment [AKL1]:
Policy language here is not updated. The following is informational only.

105 ILCS 5/10-13.1 states that the "vice-president shall perform the duties of the president if there is a vacancy in the office of president or in case of the president's absence or inability to act. However, an earlier enacted statute calls for the appointment of a *president pro tempore* if the president is absent from any meeting or refuses to perform his or her duties, and specifies that the "vice-president, if the board elects such officer, shall be appointed the *president pro tempore*." (105 ILCS 5/10-13). This policy resolves any confusion by implementing the latter enacted statute and stating that the vice-president fills a vacancy in the presidency.

Issue 80, October 2012

yes
SHW

2:110

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DRAFT UPDATE

9. Maintain Board policy, ~~financial reports, publicity, and correspondence and such other official documents as directed by the Board.~~

The Recording Secretary's primary responsibility shall be the keeping of records, in bound books with numbered pages, of all transactions of the Board of Education in regular and special open meetings. The Recording Secretary or designee of the President shall record all closed meeting minutes.

Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a 1-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8,
5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, and 5/17-1.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:210 (Organizational Board of Education Meeting), 8:10 (Connection with the Community)

ADOPTED: November 8, 2010

Comment [AKL2]: A duty of the board secretary is amended to accommodate local board practices.
Issue 80, October 2012

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

2:125

Board of Education

Board Member Expenses

No Board member may receive compensation for services.

The Board of Education may advance or reimburse members the actual and necessary expenses incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
2. County or regional meetings and the annual meeting sponsored by any Board of Education association complying with Article 23 of the School Code; and
3. Meetings sponsored by an organization in the field of public school education.

In addition, the Board may reimburse a member for registration fees or tuition for a course that allowed the member to comply with the mandatory training described in policy 2:120, Board Member Development.

Expense reimbursement is not guaranteed and Board members should seek pre-approval of expenses, except in situations when the expense is diminutive. A member must return to the District any portion of an expense advance not used. Members must submit an itemized, signed voucher to support any expense advanced or to seek expense reimbursement. The voucher must show the amount of actual expense, attaching receipts if possible. A Board member submitting a bill for a group function should record participating members' names on the receipt. Money shall not be advanced or reimbursed for: (1) the expenses of any person except the Board of Education member, or (2) anyone's personal expenses.

Registration

When possible, registration fees will be paid by the District in advance.

Transportation

The least expensive transportation will be used, providing that no hardship will be caused to the Board member. Board of Education members will be reimbursed for: (See Board policy 2:110, *Qualifications, Term, and Duties of Board Officers.*)

1. Air travel at the coach or single class commercial airline rate. First class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense voucher. Copies of airline tickets must be attached to the expense voucher.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets will be attached to the expense voucher to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense voucher.
5. Taxis, airport limousines, or other local transportation costs.

Comment [AKL1]: This policy and the relevant statute authorize the district to pay board member expenses incurred while attending meetings sponsored by specified providers. We added a paragraph in recognition that many board members participate in training and development activities online.

OPTION: A board may expand this provision's scope by adding the following to the sentence: "or other training provided by one of the entities described in the above list."

Issue 80, October 2012.

2:125

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DRAFT UPDATE

Hotel/Motel Charges

Board of Education members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board of Education members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense voucher.

Meal Charges

Meal charges to the School District should represent "mid-fare" selections for the hotel/meeting facility or general area. Tips are included with the meal charges. Expense vouchers must explain the meal charges incurred.

Miscellaneous Expenses

Board of Education members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense voucher, attaching receipts if possible.

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:120 (Board Member Development), 4:50 (Payment Procedures)

ADOPTED: ~~December 10, 2007~~

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

2:200

Board of Education

Types of Board of Education Meetings

General

For all meetings of the Board of Education and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein, as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them, and to others as approved by the Board of Education. Unless otherwise specified, all meetings are held at Daniel Wright Junior High School. Board policy 2:220, *Board of Education Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. Each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The Board of Education announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board of Education meetings. ~~Meeting dates- The regular meeting calendar may~~ be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting. ~~Items not specifically on the agenda may still be considered during the meeting.~~

The Board of Education and Board of Education committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1).
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).

Comment [AKL1]:
UPDATE 1: Sentence is edited for clarity.
Issue 80, October 2012

Comment [AKL2]:
The Open Meetings Act now requires that "any required notice and agenda be *continuously available* for public viewing during the entire 48-hour period preceding the meeting." Emphasis added, 5 ILCS 120/2.02(c), amended by P.A. 97-827 (eff. 1-1-2013). The requirement for *continuously available* is satisfied if the district posts any required notice and agenda on its website.
OPTION: For districts that do not post board meeting agendas on a website (because they do not have a website maintained by a fulltime staff member), Add the following sentence:
The agenda shall be continuously available for public review during the entire 48-hour period preceding the meeting.
Issue 80, October 2012

Comment [AKL3]:
UPDATE 2: Statement is deleted from this policy because this prohibition is fully covered in 2:220 *School Board Meeting Procedure*.
Issue 80, October 2012

yes
AAW

2:200

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DRAFT UPDATE

7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8)
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(28).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board of Education member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final Board of Education action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the President or by any 3 members of the Board of Education by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

DRAFT UPDATE

Public notice of a special meeting is given by posting a notice at the District's administration office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

~~No All matters will be discussed, considered, or brought before by the Board at any special meeting other than such matters as were included in the stated purpose of must be related to a subject on the meeting agenda.~~

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District's Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each regular meeting which shall remain posted until the regular meeting is concluded.

LEGAL REF.: 5 ILCS 120/, Open Meeting Act.
5 ILCS 140/, Freedom of Information Act.
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

ADOPTED: May 14, 2012

Comment [AKL4]:

OPTION: For districts that do not post board meeting agendas on a website (because they do not have a website maintained by a fulltime staff member). Add the following sentence:
The agenda shall be continuously available for public review during the entire 48-hour period preceding the meeting.
Issue 80, October 2012

Comment [AKL5]:

UPDATE 3: Lawyers disagree whether the Open Meetings Act mandates this restriction, i.e., whether it restricts board discussions to items related to an item on the special meeting agenda. The Act limits board action to items on the agenda (5 ILCS 120/2.02(c), added by P.A. 97-827, eff. 1-1-2013); it states that the validity of any action taken "which is germane to a subject on the agenda shall not be affected by other errors or omissions in the agenda." (5 ILCS 120/2.02(a))
Issue 80, October 2012

checked w/
attorney and
agree w/ the
new language.

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

2:220

Board of Education

Board of Education Meeting Procedure

Agenda

The Board President is responsible for focusing the Board meetings' agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require discussion or explanation before Board of Education action. Any Board member may request the withdrawal of any item under the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board of Education members to the Superintendent or the President shall be placed on the agenda. District residents may suggest inclusions for the agenda. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board of Education member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with policy 2:200, *Types of Board of Education Meetings*.

The Board President shall determine the order of business at regular Board of Education meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board of Education, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes shall be by seniority with the President voting last.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes.

Minutes

The Board Secretary shall keep written minutes of all Board of Education meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board of Education members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted "yea" and "nay";
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. A record of all motions, the members making the motion and the second; and

Comment [AKL1]:
UPDATE 1: The Open Meetings Act was amended to specifically state a requirement found in an appellate court ruling, i.e., that no final action may be taken on an item unless it is on the published agenda.
Issue 80, October 2012

Comment [AKL2]:
UPDATE 2: Policy is edited To comply with change in the OMA (see above).
Issue 80, October 2012

2:220

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DRAFT UPDATE

8. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board of Education for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board of Education may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meetings minutes are available for inspection during regular office hours within 10 days after the Board's approval, in the office of the Superintendent or designee, in the presence of the Secretary, the Superintendent or designee, or any Board of Education member. Minutes from closed meetings are likewise available, but only if the Board of Education has released them for public inspection. The minutes shall not be removed from the Superintendent's office except by vote of the Board of Education or by court order.

The Board's open meeting minutes shall be posted on the District website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the central administrative office.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board of Education constitutes a quorum.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (10th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board of Education meeting. Requests for special needs, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

DRAFT UPDATE

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, and 120/2.06.
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF.: 2:200 (Types of Board of Education Meetings), 2:150 (Committees), 2:210 (Organizational Board of Education Meeting), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

ADOPTED: ~~February 14, 2011~~

Operational Services

Fund Balances 1

The Superintendent or designee shall maintain fund balances adequate to ensure the District's ability to maintain levels of service and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The Superintendent or designee shall inform the Board whenever the District must draw upon its reserves or borrow money.

The School District seeks to maintain year-end fund balances no less than ~~the range of 15-20 percent~~ of the annual expenditures in each fund. 2

CROSS REF.: 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

yes
AW
2/22/13

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

1 This optional policy is at the local board's discretion. Its intent is to help the board monitor the district's financial health and allows a board to clarify its expectations for maintaining fund balances. A board must modify the policy to reflect realistic targets after considering important financial and operational issues, such as current financial practices, long term projects, standards of fiscal health, and the current budget. A board facing a doubting and demanding employee union may want to obtain an objective opinion from an outside auditor before adopting this policy.

2 The following alternative is for a district with fund balances deemed not currently adequate:

The School District will seek to establish year-end fund balances representing _____ percent of the annual expenditures for each fund by budgeting a surplus in each fund.

The board should ask the administration to prepare a multi-year cash flow projection to validate the sufficiency of the target figure.

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

4:45

Operational Services

Insufficient Fund Checks and Debt Recovery

The Assistant Superintendent for Business or designee is responsible for collecting the maximum fee authorized by State law for returned checks written to the District which are not honored upon presentation to the respective bank or other depository institution for any reason. The Assistant Superintendent of Business or designee is authorized to contact the District's attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

Delinquent Debt Recovery

The Superintendent is authorized to seek collection of delinquent debt owed the District.

The Superintendent or designee shall execute the requirements in any intergovernmental agreement between the District and the Illinois Office of the Comptroller (Comptroller) that has the purpose of debt recovery. The intergovernmental agreement establishes the terms under which the District may request, and the Comptroller will execute, a deduction (offset) of the amount of a debt owed the District from a future payment that the State makes to an individual or entity responsible for paying the debt. The Comptroller will pay the amount deducted to the District and the District will credit that amount against the balance owed to the District until the debt is paid. The Superintendent or designee is responsible, without limitation, for each of the following:

1. Providing notice and due process to the individual or entity against whom a claim is made. Written notice must be given the individual or entity responsible for paying a debt before the debt is certified to the Comptroller for offset. The notice must state the claim's amount, the reason for the amount due, the claim's date or time period, and a description of the process to challenge the claim. An individual or entity challenging a claim shall be provided an informal proceeding to refute the claim's existence, amount, or current collectability; the decision following this proceeding shall be reviewable. An appeal of the denial of a fee waiver request shall be handled according to 4:140, Waiver of Student Fees.
2. Certifying to the Comptroller that the debt is past due and legally enforceable, and notifying the Comptroller of any change in the status of an offset claim.
3. Responding to requests for information from the Comptroller to facilitate the prompt resolution of any protest received by the Comptroller.

LEGAL REF.: 15 ILCS 405/10.05 and 10.05d.
810 ILCS 5/3-806.

ADOPTED: July 10, 2006

Comment [AKL1]: This policy is renamed and updated; its Legal References are also updated. A section is added for Delinquent Debt Recovery. It authorizes the superintendent to seek collection of delinquent debt owed the district. The rest of the new section concerns the district's participation in an Offset Program operated by the Ill. Office of the Comptroller for collecting debt owed to school districts from persons receiving payments from the State: 15 ILCS 405/10.05 and 10.05d, amended by P.A. 97-632.
Issue 80, October 2012

Comment [AKL2]:
OPTION: This language is optional. To participate in the Offset Program, a school district must enter into an intergovernmental agreement with the Comptroller that establishes responsibilities, duties, and procedures. Contact a Local Debt Recovery Program manager in the Comptroller's office to join the program. Program managers work one-on-one with districts. The general number is 312/814-2488 and email is ldrp@mail.ios.state.il.us. Contact the board attorney for advice and assistance.

While this paragraph is not a prerequisite to participation in the Offset Program, it will help the board's monitoring function by identifying the Program's important components. Moreover, it serves as an element of due process by informing the public and the district's debtors that the district will collect debt through the Offset Program.
Issue 80, October 2012

yes
AHW

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

4:100

Operational Services

Insurance Management

The Assistant Superintendent for Business or designee shall ~~annually recommend and maintain all~~ an insurance program which provides the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include:

1. Liability coverage to insure against any loss or liability of the School District and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to any mentoring services provided to the District's certified staff members; Board members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new superintendents); and student teachers.
2. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
3. Workers' Compensation to protect the individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.
4. Employee insurance programs.

Also, please refer to the current "Master contract between Lincolnshire-Prairie View Teachers' Association and the Board of Education School District 103."

LEGAL REF.: Consolidated Omnibus Budget Reconciliation Act, P. L. 99-272, ¶ 1001, 100 Stat. 222, 4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 et seq.
105 ILCS 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
215 ILCS 5/
750 ILCS 75/.
820 ILCS 305/.

ADOPTED: December 14, 2009

Comment [NB1]: This change provides more flexibility to districts and more accurately reflects the fact that many districts sign multi-year contracts with a variety of insurance providers.
Issue 80, October 2012

yes
HW

4:100

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Operational Services

Transportation

SHW
yes

The District shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, unless the Board has certified to the Illinois State Board of Education that adequate public transportation is available or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. The District may provide transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational programs. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act.

Comment [BZ1]: Please review the contents of this section of the policy and compare the language with your current district transportation practices.

This policy is not listed on the response form. If your district does not provide transportation, if it transports all students, or if the language does not reflect your current practice, please contact an IASB Policy Consultant for assistance with customizing this policy.

Issue 80, October 2012

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Director of Transportation or designee and shall be altered only with the Director of Transportation or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15.
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815,
5/12-816, 5/12-821, and 5/13-109.
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.
92 Ill.Admin.Code §440-3.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development), 5:120 (Ethics and Conduct), 5:280
(Educational Support Personnel - Duties and Qualifications), 6:140 (Education of
Homeless Children), 7:220 (Bus Conduct)

ADOPTED: May 14, 2012

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

4:170

Operational Services

Safety

Safety Program

The School District shall have a safety program promoting the safety of everyone on District property or at a District event. In order that the Board can monitor this goal's achievement, the Superintendent shall make regular reports to the Board containing relevant information.

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program, tornado protection; instruction in safe bus riding practices, emergency aid; post-crisis management; and responding to medical emergencies at an indoor physical fitness facility. The term "physical fitness facility" excludes any activity or program organized by a private or not-for-profit organization and organized and supervised by a person or persons other than the employees of the school. During each academic year, each school building must conduct a minimum of:

1. Three school evacuation drills,
2. One bus evacuation drill,
3. One severe weather and shelter-in-place drill, and
4. One law enforcement drill.

The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan, with the participation of the appropriate law enforcement agency. This drill may be conducted on days and times that students are not present in the building.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone.

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the Illinois Department of Public Health. Implementation of the Act shall be directed toward improving the safety of moveable soccer goals by requiring that they be properly anchored.

Convicted Child Sex Offender and Notification Laws

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board of Education, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

4:170

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DRAFT UPDATE

If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

The Superintendent or designee shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

All contracts with the School District that may involve an employee or agent of the contractor having any contact, ~~direct or indirect~~, with a student, shall contain the following:

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9, or who is listed in the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database. The contractor shall obtain a fingerprint-based criminal history records check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.

If the District receives information that concerns the record of conviction as a sex offender of any employee of a District contractor, the District will provide the information to another school, school district, community college district, or private school that requests it.

Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within their district in certain situations. This transfer option is unavailable in this District because the District has only one school or grade center. A student who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

Student Insurance

The Board of Education shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage and any contract is between the parents/guardians and the company. Students participating in athletics, cheerleading, or pompons must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health insurance plan.

Emergency Closing

The Superintendent or designee is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

Comment [AKL1]: UPDATE 1: Options exist for districts as to how comprehensive they wish to make their policy concerning restrictions on contractor's employees.

OPTION 1: Option 1 ("... direct or indirect contact...") goes further than State law. It requires checks for any contractor's employee who may work in any school building or on school property - after all, the burden is on the contractor to do the checking.

OPTION 2: Option 2 ("... direct, daily contact...") is for districts that want their policy language to mirror State law, which requires checks for contractors' employees who have direct, daily contact with students.

Issue 80, October 2012

Comment [AKL2]:
UPDATE 2: Districts with each grade in only one attendance center may substitute the following provision for this paragraph:

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

Issue 80, October 2012

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LEGAL REF.: 105 ILCS 5/10-20.28, 5/ 21B-80, 5/10-21.9, and 128/
210 ILCS 74/
625 ILCS 5/12-813.1.
720 ILCS 5/11-9.3.
730 ILCS 152/101 et seq.

CROSS REF.: 5:30 (Hiring Process and Criteria), 6:190 (Co-Curricular Activities), 6:250
(Community Resource Persons and Volunteers), 7:220 (Bus Conduct), 7:300
(Co-curricular Athletics), 8:30 (Visitors to and Conduct on School Property),
8:100 (Relations with Other Organizations and Agencies)

ADOPTED: May 14, 2012

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

5:30

General Personnel

Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board of Education's approval. No individual will be employed who has been convicted of a criminal offense listed in Section 5/21B-80 of the School Code.

All applicants must complete a District application form in order to be considered for employment.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. The Superintendent or designee shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Department of State Police and/or Statewide Sex Offender Database.

~~The Superintendent or designee shall ensure that an applicant's credit history or report from a consumer reporting agency is used only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.~~

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 5/21B-80 of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
3. The District does not request of an applicant or employee access in any manner to his or her social networking website, including a request for passwords to such sites.
4. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Physical Examinations

New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. All physical fitness examinations and tests for tuberculosis must be performed by a physician licensed in Illinois, or any other state, to practice

Comment [AKL1]: Paragraph is deleted from this location and added in a following paragraph. Issue 80, October 2012.

Comment [AKL2]: A paragraph is added to address a number of laws reflecting employee privacy rights: Employee Credit Privacy Act, 820 ILCS 70/, Right to Privacy in the Workplace Act, 820 ILCS 55/10(a), 820 ILCS 55/10(b), added by P.A. 97-875 and known as the Facebook Password Law (effective 1-1-2013). Please see the Update Memo for a discussion of employer's rights.

OPTION: As an alternative to describing the prohibited investigations, a board may substitute the following paragraph.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) claim(s) made or benefit(s) received under Workers' Compensation Act; and (3) access to an employee's or applicant's social networking website, including a request for passwords to such sites.

Issue 80, October 2012

5:30

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medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination and tuberculin test performed no more than 90 days before submitting evidence of it to the Board of Education.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board of Education will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position.

LEGAL REF.: 105 ILCS 5/10-21.9,
Employee Credit Privacy Act, 820 ILCS 70/,
Right to Privacy in the Workplace Act, 820 ILCS 55/,
Americans with Disabilities Act, 42 U.S.C. §12112, 29 C.F.R. Part 1630.
Immigration Reform and Control Act, 8 U.S.C. §1324a *et seq.*
105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-
22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 *et seq.*
820 ILCS 55/ and 70/
Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (Ill.App.1, 1985), *aff'd*
in part and remanded 505 N.E.2d 314 (Ill., 1987).
Kaiser v. Dixon, 468 N.E.2d 822 (Ill.App.2, 1984).
Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (Ill.App.1, 1945).

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Education Support Personnel - Duties and Qualifications)

ADOPTED: May 14, 2012

DRAFT UPDATE

Instruction

Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In each grade, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level.
2. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
3. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
4. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.
5. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
6. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policy 7:260, *Exemption from Physical Activity*.
7. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, and (d) dangers and avoidance of abduction. The Superintendent shall implement a comprehensive health education program in accordance with State law.
8. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
9. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
10. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the

DRAFT UPDATE

U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.

11. In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.
12. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
13. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
14. In all schools, a unit of instruction must be included on the history, struggles, and contributions of women.
15. In all schools, a unit of instruction must be included on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
16. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

Yes
ANW

LEGAL REF.: 5 ILCS 465/3 and 465/3a.
20 ILCS 2605/2605-480.
105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23, ~~5/27-23.3~~, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-24.2, 435/ and 110/3.
625 ILCS 5/6-408.5.
23 Ill.Admin.Code §§1.420, 1.430, and 1.440.
Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.
Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).
47 C.F.R. §54.520

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:190 (Student Discipline), 7:260 (Exemption from Physical Activity)

ADOPTED: February 13, 2012

Comment [AKL1]: Legal reference was updated.
Issue 80, October 2012

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:110

Instruction

Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time
- Graduation incentives program
- Remediation program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or LEP program.

LEGAL REF.: 105 ILCS 5/2-3.41, 5/2-3.64, 5/2-3.66, ~~5/2-3.66b~~, 5/13B-1 et seq., 5/26-2a, 5/26-13, 5/26-14, and 5/26-16.
23 Ill. Admin. Code Part 210

CROSS REF.: 6:280 (Grading and Promotion), 7:70 (Attendance and Truancy)

ADOPTED: May 14, 2012

Comment [NB1]: Policy is updated in the Legal References.
Issue 60, October 2012

yes
AHW

DRAFT UPDATE

Lincolnshire - Prairie View School District 103

6:210

Instruction

Instructional Materials

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

The Superintendent or designee shall annually provide a list or description of textbooks and instructional materials used in the District to the School Board. Anyone may inspect any textbook or instructional material.

Teachers are encouraged to use supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught and to ensure it is age-appropriate.

No R-rated movie shall be shown to students unless prior approval is received from the Superintendent or designee, and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with an R or equivalent rating.

The Superintendent shall approve the selection of all textbooks and instructional materials according to the standards described in this policy. The School Code governs the adoption and purchase of textbooks and instructional materials.

LEGAL REF.: 105 ILCS 5/10-20.8, 5/10-20.9, and 5/28-19.1.

CROSS REF.: 6:30 (Organization of Instruction), 6:40 (Curriculum Development), 6:80 (Teaching About Controversial Issues), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

ADOPTED: June 9, 2008

Comment [AKL1]: The added words are intended to allow needed flexibility because some instructional materials, e.g. Internet materials, are difficult to list.

This paragraph is optional; either or both sentences may be struck, although the second sentence describes a right granted by statute. The requirement to provide the board with a list or description of texts and instructional material allows the board to monitor this policy's implementation. Moreover, as 105 ILCS 5/28-19.1 grants anyone the right to inspect texts and instructional materials, having an annual list of texts and instructional materials facilitates compliance with such a request. Because some instructional materials, e.g., Internet sites, are difficult to list, the sample policy permits a list or description.
Issue 80, October 2012.

6:210

Page 1 of 1

Instruction

Student Social and Emotional Development

yes
AW

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the III. Learning Standards. The III. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social-awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to:

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age-and-culturally appropriate classroom instruction, District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Staff development and training to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it.
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress

Comment [AKL1]: Policy text, legal references, and cross references are updated to reflect the materials developed on Social Emotional Learning (SEL) over the last 5 years. These materials were developed by the taskforce of IASE and III. Children's Mental Health Partnership.

The former version of the policy is sufficient because boards have discretion to how they incorporate social emotional learning (SEL) standards in their districts' curriculums and other educational programs. However, this updated version better reflects the SEL standards with benchmarks, descriptors and indicators that have been developed in the years since the Children's Mental Health Act of 2003 was passed.

Issue 80, October 2012

Comment [AKL2]: The board may replace the sample objectives with its own local objectives.

Issue 80, October 2012

about school climate, students' social and emotional development, and academic performance.

LEGAL REF.: Children's Mental Health Act of 2003, 405 ILCS 49/.

CROSS REF.: 1:30, (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED:

Please Compare to Current Board Policy 6:65

or

Consider adding the policy to your manual if it is not now included

Students

Administering Medicines to Students ¹

yes - w/ changes
AKW

Students should not take medication during school hours or during school-related activities unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District’s procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed “School Medication Authorization Form” is submitted by the student’s parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students. ²

Self-Administration of Medication ³

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student’s discretion, provided the student’s parent/guardian has completed and signed a “School Medication Authorization Form.” The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. ⁴ A student’s parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct,

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ All districts must have a policy for administering medication (105 ILCS 5/10-20.14b). State law prohibits school boards from requiring that teachers and other non-administrative school employees administer medication to students; exceptions are certificated school nurses and non-certificated registered professional nurses (105 ILCS 5/10-22.21b).

² Each district must inform students (e.g., through homeroom discussion or loudspeaker announcement) about, and distribute to their parents/guardians, the district’s policy, guidelines, and forms on administering medicines within 15 days after the beginning of each school year, or within 15 days after starting classes for a student who transfers into the district (105 ILCS 5/10-20.14b). A comprehensive Student Handbook can provide notice to parents and students of the school’s rules, extracurricular and athletic participation requirements, and other important information. The Handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board.

³ 105 ILCS 5/22-30, as amended by P.A. 96-1460, requires school districts to allow students to *self-administer* their prescribed asthma medication and an epinephrine auto-injector as described. *Self-administer* and *self-administration* mean that a student may carry and use these two medications at his or her discretion: (1) while in school, (2) while at a school sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property.

⁴ 105 ILCS 5/22-30(c) requires this information to be in a notification to parents.

arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel. 5

School District Supply of Epinephrine Auto-Injectors 6

The Superintendent or designee shall ~~implement Section 22-30(f) of the School Code and~~ maintain a supply of epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for school epinephrine auto-injectors and a standing protocol from a physician licensed to practice medicine in all its branches, or (2) fill the District's prescription for school epinephrine auto-injectors. 7

Upon implementation of this subsection and Section 22-30(f) of the School Code, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30.

CROSS REF.: 7:285 (Food Allergy Management)

ADMIN. PROC.: 7:270-AP1 (Dispensing Medication), 7:270-AP2 (Checklist for District Supply of Epinephrine Auto-Injectors), 7:270-E (School Medication Authorization Form)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

5 105 ILCS 5/22-30(c) requires parents/guardians to sign a statement: (1) acknowledging the statement from f/n 4 above, and (2) that they must indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the student or the storage of the medication by school personnel. There are several methods to obtain a parent/guardian's signature for this purpose, e.g., receipt of handbook signature, or see 7:270 E, *School Medication Authorization Form*. Discuss with the board attorney the method that works best for the district.

6 Optional. A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement 105 ILCS 5/22-30(f), amended by P.A. 97-361. The law permits a district to maintain a supply of epinephrine auto-injectors in a locked, secure location and use them when necessary. However, obtaining this prescription may be difficult or impossible. The consequences of informing the community that the district will obtain a prescription for a supply of epinephrine auto-injectors and implement a plan for their use, and then not doing it are fraught with legal liabilities and issues.

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of epinephrine auto-injectors in the name of the district, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs.

7 Discuss with the board attorney whether the board should remove this sentence when the district reaches full implementation of this section.



Lincolnshire-Prairie View School District 103

1370 N. Riverwoods Road • Lincolnshire, IL 60069

847/295-4030 • FAX 847/295-9196

<http://www.d103.org>

MEMO

To: Board of Education
From: Dan Stanley
CC: Dr. Scott Warren
Date: March 19, 2013
Re: Summer 2013 Capital Projects (FY14 Budget) Update

Included is an updated capital projects list for this summer. Per discussion at the last board meeting, we have separated the projects into “levels”. The levels are separated into our recommendations for board approval.

Level 1 is only the 2nd Phase of the Sprague Improvement Project which the board approved going out to bid at the February board meeting (Green is for “Go!”).

Level 2 includes the playground at Sprague and the exterior lighting at Sprague and Half Day parking lots. Due to the lead times for these projects, we are recommending the board approve going out to bid for these projects at this board meeting, March 19th (Yellow is for “Recommending Now”).

Level 3 includes projects that we are recommending approval for at a date to be determined. This is largely due to the unknown cost of the additional security updates resulting from the security assessment. We are processing that report now and are gathering cost data, but we are not ready at this time to estimate the cost. We are hoping to have these numbers for you soon. Depending on the cost for the additional security updates, that may impact the other projects we are looking at, and so we are going to wait to recommend approval for those at this time. The lead times for these other projects are small enough at this point to allow us to wait (Gray is for “TBD”).

We are recommending the board approve Level 2 at this board meeting at an estimated cost of \$533,000. This approval only allows us to continue the development of these projects and go out to bid.

Captial Projects for Summer 2013 (FY 14 Budget)

Location	Level 1		Level 2		Level 3		Total
	Project	Cost	Project	Cost	Project	Cost	
Sprague	Improvement Project Phase 2	1,781,000	Playground	500,000			1,781,000
			Ext. Lighting - South Parking Lot	21,000			500,000
	Sprague Total	1,781,000	Sprague Total	521,000	Sprague Total	-	2,302,000
Half Day			Ext. Lighting - East Parking Lot	12,000			12,000
					Replace school/principal office carpet	8,500	8,500
					Replace old gym floor	50,000	50,000
					Carpet in basement hallway	3,500	3,500
	Half Day Total	-	Half Day Total	12,000	Half Day Total	79,000	91,000
Daniel Wright					Replace Carpet - 10 rooms	42,000	42,000
					Replace library tables/chairs	35,000	35,000
					Seal coating & striping parking lots	22,000	22,000
	Daniel Wright Total	-	Daniel Wright Total	-	Daniel Wright Total	99,000	99,000
Other					Maintenance Garage	240,000	240,000
					Security Updates	52,000	52,000
					Additional Security Updates	*Unknown*	*Unknown*
	Other Total	-	Other Total	-	Other Total	292,000	292,000
Total	Level 1 Total	1,781,000	Level 2 Total	533,000	Level 3 Total	470,000	2,784,000
	Approved 2/19/13		<u>Recommend Approval: 3/19/13</u>		Recommend Approval: TBD		



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MEMO

To: Board of Education
From: Dan Stanley
CC: Dr. Scott Warren
Date: March 19, 2013
Re: Resolution designation to prepare fiscal year 2014 budget

Included is an annual resolution to designate my position to prepare the fiscal year 2014 budget. This resolution accomplishes two things: (1) established the fiscal year for the 2013-14 year and (2) provides me with the legal authorization to prepare the budget.

Please let me know if you have any questions.

**RESOLUTION TO DESIGNATE ASSISTANT SUPERINTENDENT FOR BUSINESS TO
PREPARE THE TENTATIVE BUDGET FOR THE 2014 FISCAL YEAR OF
LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT NO. 103, LAKE COUNTY,
ILLINOIS**

BE IT RESOLVED by the school board of School District Number 103 in the County of Lake, State of Illinois, that the Assistant Superintendent for Business is hereby appointed to prepare a tentative budget for said School District for the fiscal year beginning July 1, 2013 and ending June 30, 2014.

Such budget shall be prepared in tentative form by the Assistant Superintendent for Business, and in such tentative form shall be made conveniently available to public inspection for at least 30 days prior to final action thereon.

Adopted this 19th day of March, 2013.

President, Board of Education,
Lincolnshire-Prairie View School District No. 103,
Lake County, Illinois

ATTEST:

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

CERTIFICATION OF RESOLUTION

I, the undersigned, DO HEREBY CERTIFY that I am the duly qualified and acting Secretary of the Board of Education (the "School Board") of Lincolnshire-Prairie View School District No. 103, Lake County, Illinois (the "District"), and that as such official I am the keeper of the records and files of the School Board.

I DO FURTHER CERTIFY that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the School Board held on the 19th day of March, 2013, insofar as the same relates to adoption of a resolution entitled:

RESOLUTION TO DESIGNATE ASSISTANT SUPERINTENDENT FOR BUSINESS TO PREPARE TENTATIVE BUDGET FOR THE 2014 FISCAL YEAR OF LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT NO. 103, LAKE COUNTY, ILLINOIS

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I DO FURTHER CERTIFY that the deliberations of the School Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the *Open Meetings Act* of the State of Illinois, as amended, the *School Code* of the State of Illinois, as amended and that the School Board has complied with all of the provisions of said Acts and said Codes and with all of the procedural rules of the School Board.

IN WITNESS WHEREOF, I hereunto affix my official signature this 19th day of March, 2013.

Secretary, Board of Education

18 March 2013

Lincolnshire-Prairie View School District 103
1370 Riverwoods Road
Lincolnshire, Illinois 60069

Attn.: Scott Gaunky,
Director of Buildings & Grounds

RE: Summer, 2013 Competitive Bid Quotation Recommendation Letter;
Proposed Asbestos Abatement Project for the Laura B. Sprague School

JMS Project: J-18928-a

Dear Mr. Gaunky:

The following is the Competitive Bid Quotation Recommendation Letter for the planned Asbestos Abatement Project at the Laura B. Sprague School for the Summer of 2013. Ten (10) licensed asbestos contractors were invited to provide a bid quotation. Eight (8) licensed lead abatement contractors attended the mandatory contractor walk-through at the Laura B. Sprague Elementary School on 27 February 2013. Four (4) asbestos abatement contractors provided bid packets at the 13 March 2013 bid opening.

The competitive bid quotation from the apparent low, qualified bidder for the asbestos abatement project would be based upon compliance with specific qualifications and requirements set forth in the asbestos project specification and upon the base bid for the following scope of work.:

Base Quote for the Removal of Asbestos Floor Tiles and Mastic Adhesives in the Classrooms and limited Hallways including the Kitchen/Loading Area, plus Alternate #1 (Performance Bond for Base Bid); less Alternate #2 for use of the Infra-Red Heat Method and bid unit pricing; during the Summer of 2013 (10 June – 3 July 2012).

The apparent low, qualified bidder was the Luse Companies of Aurora, Illinois in the amount of \$ 138,000. The second lowest, qualified bidder was Valor Technologies, Inc. of Bolingbrook, Illinois in the amount of 164,000. The third lowest, qualified bidder was Kinsale Contracting Group, Inc. in the amount of \$ 245,000. The fourth lowest, qualified bidder was LVI Environmental Services, Inc. of Villa Park in the amount of \$ 273,020 .

JMS Environmental Associates, Ltd.

Lincolnshire-Prairie View S.D.103: Sprague School Summer, 2013 Asbestos Bids

JMS Project: J-18928-a

18 March 2013

Page 2

If the Infra-Red Heat Method quantified by the Bid Alternate #2 is not utilized and instead the original plan for gross floor tile removal methods; The apparent low, qualified bidder was Valor Technologies, Inc. of Bolingbrook, Illinois in the amount of 192,000. The second lowest, qualified bidder was the Kinsale Contracting Group, Inc. in the amount of \$ 225,900. The third lowest, qualified bidder was the Luse Companies of Aurora, Illinois in the amount of \$ 254,000. The fourth lowest, qualified bidder was LVI Environmental Services, Inc. of Villa Park in the amount of \$ 273,020 .

In the development of asbestos project specifications for local school districts over the past 25 years, JMS has continued to include certain quality levels of competency so as to insure the best quality asbestos/environmental contractual work during the most time constrained summer construction work periods. Based upon our long term experience in the asbestos industry, it is imperative to have this quality standard with such specialized work activities that are highly regulated by federal, state and county environmental agencies. It is for these reasons that the abatement contractor's competency in the areas of company viability, length of corporate asbestos business experience, experience with similar school type projects, references from such projects, good standing of the state required asbestos/lead contractor's licenses, current certificate of insurance, etc. are specified in the bidding process.

The apparent lowest, qualified bidder for the Infra-Red Heat Method, The Luse Companies, does comply with the technical provisions in the asbestos project specification. The next lowest, qualified bidder for the Infra-Red Heat Method, Valor Technologies, Inc., also complies with the provisions in the asbestos project specification.

JMS Environmental Associates, Ltd.

Lincolnshire-Prairie View S.D.103: Sprague School Summer, 2013 Asbestos Bids

JMS Project: J-18928-a

18 March 2013

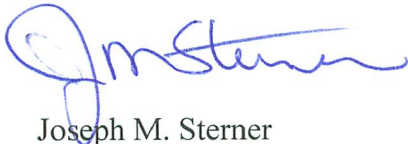
Page 3

All of the submitted bidders are on file in the school district's office. If funds are available, it is recommended that the apparent lowest, qualified bidder, The Luse Companies, be accepted for the planned asbestos/ abatement project utilizing the Infra-Red Heat Removal Method.

If you have any questions regarding this report, please do not hesitate to contact us at JMS.

Respectfully submitted,

JMS ENVIRONMENTAL ASSOCIATES, LTD.



Joseph M. Sterner
Environmental Director/President
(IDPH Asbestos License 100-0209)

ASBESTOS CONTRACTOR'S BID QUOTATION TALLY SHEET

BID TALLY SHEET
SPRAGUE SCHOOL
LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DISTRICT #103
MARCH 13, 2013

CONTRACTOR	UNIT PRICES									
	Bid Bond 10%	Base Bid Phase I, II & III	Alternate #1 Performance Bond	Alternate #2 +/- from base bid Heat Removal	Tented Glovebag Up to 4 feet	Tented Glovebag Up to 8 feet	Tented Glovebag Up to 12 feet	Tented Glovebag up to 24 Feet	Remote decon	Glovebag within Main Containment
ARC Env.										
Colfax										
EHC										
Holian										
Kinsale	Y 10/10	219,400. ⁰⁰	6,500. ⁰⁰	+19,200. ⁰⁰	410. ⁰⁰	510. ⁰⁰	850. ⁰⁰	975. ⁰⁰	1,600. ⁰⁰	30. ⁰⁰
Luse	Y 10/10	248,000. ⁰⁰	6,000. ⁰⁰	-116,000. ⁰⁰	1,500. ⁰⁰	1,600. ⁰⁰	1,700. ⁰⁰	2,000. ⁰⁰	2,000. ⁰⁰	30. ⁰⁰
LVI	Y 10/10	268,900. ⁰⁰	4,120. ⁰⁰	—	2,350. ⁰⁰	2,350. ⁰⁰	3,200. ⁰⁰	3,950. ⁰⁰	1,900. ⁰⁰	28. ⁰⁰
Valor	Y 10/10	187,300. ⁰⁰	4,700. ⁰⁰	-28,000. ⁰⁰ (Pm (+2))	2,300. ⁰⁰	2,300. ⁰⁰	2,400. ⁰⁰	2,500. ⁰⁰	1,100. ⁰⁰	125. ⁰⁰

Bills Payable List

Printed: 3/14/2013 10:11 AM
Lincolnshire-Prairie View SD #103

Vendor Name	P.O. Number	Description	Batch #	Amount	State Account Number
LAKE COUNTY REGIONAL OFFICE OF EDUCATION		ORPHANAGE TUITION-18-3	20	3,218.08	10-2310-392
				<u>\$3,218.08</u>	
			Report Total	<u><u>\$3,218.08</u></u>	



Lincolnshire – Prairie View School District 103
 1370 N. RIVERWOODS ROAD
 LINCOLNSHIRE, IL 60069
 847.295.4030
 (Fax) 847.295.9196

Memo

To: Board of Education
From: Katie Reynolds, Executive Director of Teaching and Learning
CC: Dr. Scott Warren
Date: March 12, 2013
Re: World Language Program Proposal

Attached is the final draft of the World Language Program proposal. Since publishing the draft report on the District 103 website for parent comment, I have received comments from two teachers, five parents and three Board members. The chart below describes the changes made from the first draft to the final draft.

Summary of Changes from Draft to Final

Where	Draft Language	Final Language
Executive Summary pg. 1	During the 2014-2015 school year, research the interest and feasibility of an immersion program beginning in kindergarten.	Consider the possibility of including a goal to expand the program to include an immersion model in the next district strategic plan.
Main Report pg. 1	Nothing	Section titled, “Summary of Current Program”
Main Report pg. 1	Selection of language program model: Content-enriched FLES	Selection of language program model: Content-enriched Foreign Language in Elementary Schools (FLES)
Main Report Pg. 6	In addition, the model will be flexible enough to be adapted as needed as the program grows.	The sentence has been deleted.
Main Report pg. 10	Nothing	Section titled, “Program Evaluation”
Main Report pg. 10	Nothing	Section titled, “Cost”

Appendix B Lengthening of the School Day	By lengthening the school day, the ability to schedule world language instruction may be more feasible. The District is currently reviewing the school day and whether or not extending it to accommodate world language instruction is necessary.	The District 103 Administrative team is currently researching if there is a need to extend the school day by 20 minutes. By lengthening the school day, the ability to schedule world language instruction may be more feasible. Sample schedules are being created comparing the length of time available for all core subjects and specials class using our current bell schedule and an extended day schedule.
Appendix B Shortening Lunch and Recess at Sixth Grade	The lunch recess block for sixth grade students is currently 60 minutes. This is a long time for this age level. Most middle school settings do not have any recess after fifth grade. The committee is not recommending eliminating recess in grades 5-8.	The lunch recess block for sixth grade students is currently 60 minutes (30 minutes for lunch, 30 minutes for recess). Students complete their lunch in 20 minutes and the extra time creates management issues. Shortening the lunch period will reduce off-task student behavior. The lunch/recess block will be shortened by 15 minutes, which will give adequate time for a break from academics.
Appendix B Reformat Advisory Time for Sixth Grade Students	Students in grades 6 - 8 have a separate technology class at Daniel Wright.	Students in grades 5, 7 & 8 have a separate technology class at Daniel Wright.

It is the recommendation that the Board approve the World Language Program. Specifically:

1. Approve the language selection: Spanish.
2. Approve the world language implementation for grades Kindergarten, 2, 4 and 6 for the 2013-2014 school year and grades 1, 3, 5 for the 2014-2015 school year.
3. Implement a Content-enriched FLES model.
4. Approve the funding needed for the program for the 2013-2014 school year.



Lincolnshire – Prairie View School District 103
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World Language Report Executive Summary

The Quality Learning Action Plan (QLAP) outlines goals, in which District 103 aspires to achieve, while moving closer toward its mission of being, “Leaders in Learning.” This year, the World Language Committee was charged with the task of:

- Researching the possibility of expanding the number of languages offered by at least one;
- Increasing the number of instructional hours spent on world language instruction at sixth grade;
- Expanding world language offering to at least two additional grade levels;
- Determining the best model of world language instruction for District 103 students;
- Developing an implementation plan to begin with the 2013-2014 school year.

Below is a summary of the recommendations being made by the World Language Committee.

These decisions are based on:

- Research
- Parent
- Staff and administrator feedback attained through focus groups
- Survey results; and the help of Nancy Rhodes, a consultant with the Center for Applied Linguistics
 - **Program Model: Content-enriched FLES**
 - **Language: Spanish**
 - **Implementation Plan**
 - **Grades K, 2, 4 & 6 begin world language instruction Fall of 2013.**
 - **Kindergarten: 50 minutes per week for half day program & 75 minutes per week for full day program**
 - **Second Grade: 100 minutes per week**
 - **Fourth Grade: 120 minutes per week**

- **Sixth Grade: 150 minutes per week**
- **Grades 1, 3 & 5 begin world language instruction Fall of 2014.**
 - **First Grade: 100 minutes per week**
 - **Third Grade: 120 minutes per week**
 - **Fifth Grade: 150 minutes per week**
- **During the 2013-2014 school year, the District will evaluate the option of offering a second language at seventh grade.**
- **Consider the possibility of including a goal to expand the program to include an immersion model in the next district strategic plan.**

A detailed report, which summarizes the options the World Language Committee considered and the factors supporting the recommendations, is attached. There are two appendixes following the report. Appendix A responds to questions regarding the participation of students with special learning needs, i.e., students who have an Individual Education Plan, English Language Learners, Native Speakers and new students to the district, in the World Language Program. Appendix B summarizes the options the District is considering regarding scheduling time into the school day for world language instruction.

If you have questions or comments about the recommendations contained in this document, please contact Katie at kreynolds@d103.org



Lincolnshire-Prairie View School District 103

in conjunction with

Center for Applied Linguistics, Washington D.C.

World Language Program Implementation at District 103: Selection of Program Model, Implementation Plan, and Language of Instruction

Katie Reynolds, Lincolnshire-Prairie View District 103

Nancy Rhodes, Center for Applied Linguistics
February 8, 2013

Summary of Current World Language Offerings

Currently District 103 offers a Spanish language instruction to sixth, seventh and eighth grade students. World Language is not offered in kindergarten through fifth grade. Students in grade six are required to participate in one quarter of Spanish instruction for 30 minutes during their Encore rotations. Seventh and eighth grade students attend a 45-minute class daily. The model used is a traditional approach to instruction, with a focus on reading, writing (grammar), speaking, and culture taught by three World Language instructors. The majority of eighth grade students place into Spanish II as freshmen.

Selection of language program model: Content-enriched Foreign Language in Elementary Schools (FLES)

The World Language Committee members discussed a wide range of program model possibilities for District 103. (See chart A below, Characteristics of Elementary World Language Programs.) At the beginning of the process, all of the possible program models for the district's mostly English-speaking students were discussed, including language immersion, FLES (world language in the elementary school), content-enriched FLES, and also an introductory type of model called FLEX (world language experience).

Chart A: What program model is best?

Characteristics of Elementary Foreign Language Programs

Programs That Are Sequential ● Cumulative ● Continuous ● Proficiency-Orientated ● Part of an Integrated K-12 Sequence		
Program Type	Percent of Class Time Spent in Foreign Language per Week	Goals
Total Immersion Grades K-6	50-100% (Time is spent learning <i>subject matter</i> taught in foreign language; language learning per se incorporated as necessary throughout curriculum.)	To become functionally proficient in the foreign language. To master subject content taught in the foreign language. To acquire an understanding of and appreciation for other cultures.
Two-Way Immersion Grades K-6 (Also called two-way bilingual, dual language or developmental bilingual education)	At least 50% (Time is spent learning <i>subject matter</i> taught in foreign language; language learning per se incorporated as necessary throughout curriculum. Student population is both native speakers of English and of the foreign language.)	To become functionally proficient in language that is new to the student. To master subject content though in the foreign language. To acquire an understanding of and appreciation for other cultures.
Partial Immersion Grades K-6	Approximately 50% (Time is spent learning <i>subject matter</i> taught in foreign language; language learning per se incorporated as necessary throughout curriculum.)	To become functionally proficient in the language (although to a lesser extent than is possible in total immersion.) To master subject content taught in the new language. To acquire an understanding of and appreciation for other cultures.
Content-Based/Content Enriched FLES Grades K-6	15-50% (Time spent learning language per se as well as learning subject matter in the foreign language.)	To acquire proficiency in listening, speaking, reading, and writing the foreign language. To use subject content as a vehicle for acquiring foreign language skills. To acquire an understanding of and appreciation for other cultures.
FLES Grades K-6	10-20% (Minimum of 30-40 minutes per class, 3-5 days per week.) Time is spent learning language per se.	To acquire proficiency in listening and speaking (degree of proficiency varies with the program). To acquire an understanding of and appreciation for other cultures. To acquire some proficiency in reading and writing (emphasis varies with the program).

Establishing High-Quality Foreign Language Program in Elementary Schools Perspectives on Policy and Practice

This brief was prepared by Douglas F. Gilzow, Consultant, and Nancy C. Rhodes, Director of Foreign Language Education, at the Center for Applied Linguistics (CAL), a partner of the Northeast and Islands Regional Educational Laboratory at Brown University.

The Committee determined the Content-enriched FLES model for language instruction would be the best program for District 103 based on the desire to have all students participate in a school-wide program. Additionally, the Committee determined that the goal for the program would be for students to be able to communicate at the intermediate level on the Student Oral Proficiency Assessment scale (SOPA see Chart B). At this level students would be able to use a string of sentences to express thoughts, combine words and phrases to communicate original thoughts, create simple sentences with a variety of verbs to converse about a limited number of everyday and academic topics, use a variety of words and phrases to elaborate on a range of familiar topics, and understand questions and statements.

Chart B: RATING SCALE FOR CAL ORAL PROFICIENCY EXAM (COPE) AND STUDENT ORAL PROFICIENCY ASSESSMENT (SOPA)

Revised 2000

JR. NOVICE-LOW	JR. NOVICE-MID	JR. NOVICE-HIGH	JR. INTERMEDIATE-LOW	JR. INTERMEDIATE-MID	JR. INTERMEDIATE-HIGH	JR. ADVANCED-LOW	JR. ADVANCED-MID	JR. ADVANCED-HIGH
Oral Fluency								
<p>-Produces only isolated words and/or high-frequency expressions such as <i>good morning</i> and <i>thank you</i>.</p> <p>-Has essentially no functional communicative ability.</p>	<p>-Uses a limited number of isolated words, two- to three-word phrases, and/or longer memorized expressions within predictable topic areas.</p> <p>-May attempt to create sentences, but is not successful. Long pauses are common.</p>	<p>-Uses high-frequency expressions and other memorized expressions with reasonable ease.</p> <p>-Signs of originality are beginning to emerge.</p> <p>-Creates some sentences successfully, but is unable to sustain sentence-level speech.</p>	<p>-Goes beyond memorized expressions to maintain simple conversations at the sentence level by creating with the language, although in a restrictive and reactive manner.</p> <p>-Handles a limited number of everyday social and academic interactions.</p>	<p>-Maintains simple sentence-level conversations. May initiate talk spontaneously without relying on questions or prompts.</p> <p>-Gives simple descriptions successfully.</p> <p>-May attempt longer, more complex sentences. Few, if any, connectors are used.</p>	<p>-Maintains conversation with increasing fluency. Uses language creatively to initiate and sustain talk.</p> <p>-Emerging evidence of paragraph-like speech with some connected sentences in descriptions and simple narratives, but cannot sustain paragraph-level speech.</p>	<p>-Reports facts easily. Can discuss topics of personal interest and some academic topics to satisfy the requirements of school and every day situations.</p> <p>-Narrates and describes at the paragraph level, though haltingly at times.</p> <p>-False starts are common.</p>	<p>-Handles with ease and confidence concrete topics of personal and general interest and some academic topics.</p> <p>-Narrates and describes successfully.</p> <p>-Connects sentences smoothly, and organizes speech into paragraphs using connectors such as <i>first, next, finally</i>, etc.</p>	<p>-Handles most social and academic requirements confidently, but may break down under the demands of complex, formal tasks.</p> <p>-Organizes and extends speech beyond paragraph.</p> <p>-Emerging ability to support opinions and hypothesize on abstract topics is evident.</p>

Chart B: RATING SCALE FOR CAL ORAL PROFICIENCY EXAM (COPE) AND STUDENT ORAL PROFICIENCY ASSESSMENT (SOPA) (CONT.)
Revised 2000

Grammar (Speaking)								
-May use memorized, high-frequency phrases accurately. -Lacks an awareness of grammar and syntax.	-Memorized expressions with verbs and other short phrases may be accurate, but inaccuracies are not uncommon. -Does not successfully create at sentence level with conjugated verbs.	-Creates some sentences with conjugated verbs, but in other attempts to create sentences, verbs may be lacking or unconjugated. -Other grammatical inaccuracies are present.	-Verbs are conjugated in present tense, but may be inaccurate. -Many other grammatical inaccuracies are common.	-Uses mostly present tense verbs although awareness of other tenses (i.e., future or past) may be evident. -Many grammatical inaccuracies may be present.	-Uses present tense well, but lacks control of the past tenses. May use future tense. -Many grammatical inaccuracies may be present. Some awareness of these inaccuracies may be evident.	-Uses present, past, and future tenses. -May effectively self-correct when aware of grammatical inaccuracies. -Structures of native language may evident (e.g., literal translation).	-Has good control of present, past, and future tenses. -Some inaccuracies may remain, but speech is readily understood by native speakers of the language. *In some cases, non-standard varieties of grammar are used.	-Uses all verb tenses accurately and sometimes uses increasingly complex grammatical structures. -Some patterns of error may persist, but they do not interfere with communication.
Vocabulary (Speaking)								
-Uses words in very specific topic areas in predictable contexts. -May use a few memorized, high-frequency expressions.	-Uses specific words in a limited number of topic areas, high-frequency expressions, and other memorized expressions. -Frequent searches for words are common. May use native language or gestures when attempting to create with language.	-Uses vocabulary centering on basic objects, places, and common kinship terms, adequate for minimally elaborating utterances in predictable topic areas. -Use of native language is common.	-Has basic vocabulary for making statements and asking questions to satisfy basic social and academic needs, but not for explaining or elaborating on them. -Use of some native language is common.	-Has basic vocabulary, permitting discussions of a personal nature and limited academic topics. Serious gaps exist for discussing topics of general interest. -If speaker lacks precise word, use of circumlocution may be ineffective. May resort to native language.	-Has a broad enough vocabulary for discussing simple social and academic topics in generalities, but lacks detail. -Sometimes achieves successful circumlocution when precise word is lacking. May use native language occasionally.	-Vocabulary is primarily generic but is adequate for discussing concrete or factual topics of a personal nature, topics of general interest, and academic subjects. -May use circumlocution successfully when specific terms are lacking.	-Has adequate vocabulary for including detail when talking about concrete or factual topics of a personal nature, topics of general interest, and academic subjects. -Uses circumlocution effectively. Rarely uses native language.	-Uses precise vocabulary for discussing a wide variety of topics related to everyday social and academic situations. -Lack of vocabulary rarely interrupts the flow of speech.

Chart B: RATING SCALE FOR CAL ORAL PROFICIENCY EXAM (COPE) AND STUDENT ORAL PROFICIENCY ASSESSMENT (SOPA) (CONT.)
Revised 2000

Listening Comprehension								
-Recognizes isolated words and high-frequency expressions.	-Understands predictable questions, statements, and commands in familiar topic areas (with strong contextual support), though at slower than normal rate of speech and/or with repetitions.	-Understands simple questions, statements, and commands in familiar topic areas, and some new sentences with strong contextual support. May require repetition, slower speech, or rephrasing.	-Understands familiar and new sentence-level questions and commands in a limited number of content areas with strong contextual support. -Follows conversation at a fairly normal rate.	-Understands sentence-level speech in new contexts at a normal rate of speech although slow-downs may be necessary for unfamiliar topics. -Carries out commands without prompting.	-Understands longer stretches of connected speech on a number of topics at a normal rate of speech. -Seldom has comprehension problems on everyday topics. (Can request clarification verbally)	(The Advanced-Low category is new with the 1999 revision of the <i>ACTFL Proficiency Guidelines</i> . Revisions to the listening comprehension section of the guidelines are not yet available.)	-Understands main ideas and most details in connected speech on a variety of topics, and is aware of connectors, but may be unable to follow complicated speech. -May have difficulty with highly idiomatic speech.	-Understands complex academic discourse and highly idiomatic speech in conversation. -Confusion may occur due to sociocultural nuances or unfamiliar topics.

* This feature may not appear, but if present in student speech, is acceptable at the Advanced-Mid level of proficiency. Scale based on the *American Council on the Teaching of Foreign Languages (ACTFL) Proficiency Guidelines*, Revised 1999

To identify a program model that could help students reach the level of proficiency, by the time students graduated from the program, discussion focused on the three main features of language programs: intensity of instruction (minutes per week), content of instruction (a focus on language only or a focus on academic content as well), and language use in the classroom (what percentage of time the teacher speaks the target language). Committee members felt strongly that the district’s program design should be based on best practices in teaching languages to children. Committee members consulted the literature (key references below) and worked with the World Language consultant to identify best practices.

For intensity of instruction, the American Council on the Teaching of World Languages (ACTFL, 2012a) recommends a minimum of 90 minutes per week (mpw) of language instruction in grades 1-5. Committee members agreed with this recommendation for the district’s program. In addition, the district would like to incorporate Kindergarten in the program for 50-75 mpw. In discussing the content of instruction, committee members decided that the language curriculum should incorporate themes from the regular curriculum (math, science, social studies, art, music, physical education). This is in line with Curtain and Dahlberg’s (2010) and Gilzow & Rhodes’ (2000) recommendations for best practices in language instruction for children. With regard to the percentage of time the World Language teacher uses the target language, committee members wanted to follow ACTFL’s recommendation (2012b) on the use of the target language to be at least 90% of class time. (See Chart C)

Chart C: **Program Model Selected for District 103: Content-Enriched FLES**

Feature of Model	District 103	Best Practices
Intensity of instruction	At least 100 minutes per week grades 1-5; 50-75 for grade K	At least 90 minutes per week grades 1-5 (ACTFL, 2012a)
Content of instruction (language only or content)	Incorporate themes from regular curriculum (content-enriched)	Strongly encourage content-enriched or content-based instruction (Curtain & Dahlberg, 2010)
Use of target language by teacher	At least 90% of instruction during world language instruction	At least 90% of instruction (ACTFL, 2012b)

The committee members agreed that the selected content-enriched model, where time is spent learning the language, culture *and* learning academic subject matter in the world language will be one in which students could attain the goal of an intermediate-level of proficiency. Implementing a FLES program would not attain an intermediate level of proficiency. The committee would also like to keep the option of investigating the feasibility of the language immersion model in the future. At this time the committee recommends that an Immersion program should not be implemented next year. Immersion programs are typically opt-in programs, and the committee determined that in the first two years of implementation the District’s human, financial and material resources should be dedicated to creating a program that would impact all students instead of a selected few.

In summary the committee is recommending:

- Programming starting in Kindergarten
- Content-enriched FLES model
- At least 90 mpw grades 1-5; 50-75 mpw for grade K
- 90% of instruction in the target language during world language instruction
- Goal to attain intermediate-level of proficiency by the time students graduate from the program

Selection of implementation plan for District 103

There was extensive discussion among the World Language committee members, teachers, administrators, parents, and the World Language consultant about the best way to roll out the world language program at District 103. The main considerations were:

- Start language instruction in the fall of 2013
- Provide instruction to the most number of students possible, without revising curriculum every year for the next six years
- Have all the schools in the district be a part of the new program
- Move at the optimal pace to ensure a quick implementation plan
- Minimizing the number of curricular revisions

The four main options that the World Language Committee deliberated were:

- Start with grades K-4 in 2013, and then add one grade per year (grades 5-6) for a complete K-6 rollout by 2015.
- Start with grade 1, and add one grade per year (grades 2-6) for a 6-year rollout by 2018.
- Start with grades K, 1, 3, 6 in 2013 and add grades 2, 4, 5 in 2014 for a complete K-6 rollout by 2014.
- Start with grades K, 2, 4, 6 in 2013 and add grades 1, 3, 5 in 2014 for a complete K-6 rollout by 2014.

The World Language Committee's decision was to implement the fourth option – **start with grades K, 2, 4, and 6 in the fall of 2013 and add grades 1, 3, 5 in 2014 for a complete K-6 rollout by 2014**. There were pros and cons to each model; this model was selected because:

- Students from each building will benefit starting in year one
- The rollout only takes two years – which balances taking too long for a roll out over six, versus overwhelming the program in one year from a curricular standpoint
- The two-year rollout allows the District to review the program and make modifications as needed for the second year
- Allows for curriculum documents and language proficiency goals to be written once in grades K & 1. In grades 2 & 3, documents will have to be written once and revised once. In grades 4, 5, & 6 there will be an initial writing of curriculum, and then revisions based on students entering into the later grade levels. (See Chart D: Curriculum Writing/revision Chart)

Chart D: Curriculum Writing/Revision Chart

	Gr. K	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6	Gr. 7	Gr. 8	Expected Outcome
Fall '13	Initial & Only Write		Initial Write		Initial Write		Initial Write	Equivalent to High School Year 1 Semester 1	Equivalent to High School Year 1 Semester 2	High School Year 2 Placement
Fall '14		Initial & Only Write	↓	Initial Write	↓	Initial Write	↓			High School Year 2 Placement
Fall '15			Revise (complete)	↓	Revise	↓	Revise	↓		High School Year 2 or 3 Placement
Fall '16				Revise (complete)	↓	Revise	↓	↓		High School Year 2 or 3 Placement
Fall '17					Revise (complete)	↓	Revise	Revise	↓	High School Year 3 Placement
Fall '18						Revise (complete)			Revise	High School Year 3 Placement

Selection of language: Spanish

From the very beginning there was discussion of which language(s) would be taught. Very quickly, two languages rose to the top – Spanish and Chinese. Why these two?

- The use of languages in the world
- Course offering at Stevenson High School so students could continue their study of the language
- The use of languages in the United States
- The opportunity to use the language in future career opportunities
- Survey information provided by staff and parents

Reasons for selecting Spanish included:

- There is an everyday presence in the United States
- The United States is the second largest Spanish speaking country in the world
- It is the second most commonly spoken language in the United States
- The U.S. shares a border with a Spanish-speaking country
- Latin America’s economy is becoming stronger, and Spanish will be a language of business opportunity in the coming years

Reasons for selecting Chinese included:

- It’s the most commonly spoken language in the world
- Currently, there are many business opportunities in China
- There is a growing Asian population in the district

The decision was made to teach Spanish in the K-8 program and to leave the option open to teach Chinese or another language if/when an additional language would be added in middle school. The results of the World Language survey provided insight to the committee in selecting Spanish as the language to be taught:

	Parents	Staff
Number of respondents	222	58
Ranked Chinese in the top 2 choices	76%	57%
Ranked Spanish in the top 2 choices	92%	91%
Ranked Chinese as the #1 choice	37%	14%
Ranked Spanish as the #1 choice	58%	79%

Additionally, 68% of families responded that it was very important that their child have the option of selecting a language in grades 6-8.

Other key findings from the Parent Survey were:

- 98.2% of parent & community respondents agree with the statement: “Research is clear that the younger a student is, the more capable he/she is to successfully acquire a second (or third) language. Research also demonstrates that cognitive functioning increases (as reflected on assessments such as SAT) with each additional year of world language instruction that the student received.”
- Parents responded that providing additional career opportunities (85%) and enhancing learning (73%) were the two main benefits to expanding World Language instruction.
- 68% of those surveyed stated that their child has had some instruction in a World Language.

Program Cost for 2013-2014

The table below outlines the costs associated with the World Language program implementation for the 2013-2014 school year.

Activity	Cost	Explanation
Hiring three teachers for the 2013-2014 school year	\$199,500/ increasing annually	3 teachers salary @ \$56,000 3 teachers benefits @ \$10,000
Curriculum Writing Consultant	\$6,000 for 2013-2014	\$1,200 per day for five days
Summer Curriculum Writing for staff	\$1,200 for 2013-2014	3 staff members for 30 hours @ contract rate of \$40 per hour
Books/Materials	\$38,000/ book cost will reoccur in approx. 5 years, materials cost will be significantly reduced after initial implementation.	Sixth grade books: \$16,000. Fourth grade books: \$16,000. Second grade materials: \$2000 Additional materials: \$4000

Total Cost for 2013-2014: \$247,000

Program Evaluation

In addition to classroom assessments, two larger scale assessments will be used to evaluate student progress in the World Language classroom. In addition, student cohort trend data will be analyzed to determine the success and needs of the overall program. The Early Language Listening and Oral Proficiency Assessment (ELLOPA) will be used in grades K-1 and the Student Oral Proficiency Assessment will be used for grades 2-8.

The ELLOPA and SOPA are innovative language proficiency assessment instruments designed to allow students to demonstrate their highest level of performance in oral fluency, grammar, vocabulary, and listening comprehension. They include hands-on activities and are conducted entirely in the foreign language. Students are assessed in pairs by two trained test administrators and, during the activities or tasks, are encouraged to interact with each other as well as with the interviewers.

Attached to this document are two appendixes. Appendix A responds to questions regarding the participation of students with special learning needs, i.e., students who have an Individual Education Plan, English Language Learners, Native Speakers and new students to the district, in the World Language Program. Appendix B summarizes the options the District is considering regarding scheduling time into the school day for world language instruction.

Key references consulted:

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Implementation of World Language Instruction in District 103

Q & A's Students with Special Needs

compiled by Nancy Rhodes, CAL

Who should be given the opportunity to study languages? The *Standards for Foreign Language Learning in the 21st Century* (2006) provides a clear answer to this question. The United States must educate students who are equipped linguistically and culturally to communicate successfully in the U.S. and abroad. The *Standards* document recommends that *all* students should be given the opportunity to develop and maintain proficiency in English and at least one other language.

What about ELL (English language learner) students?

Should ELL students be included in language classes? The elementary school world language class is the one time during which the ELL students are on equal footing with the others. In fact, world language experts suggest that ELL students may have an advantage in that they already know another language and have insights into the language learning process. The language class is also a chance for them to be with their classmates and to achieve success. It is recommended that they be included in the language class and not be pulled out for English instruction during that time.

Should native Spanish speakers be included in the Spanish classes?

Increasingly, language classes designed to teach “world” languages include some students who have had exposure to the language at home. These students, often referred to as “heritage speakers,” vary widely in their proficiency in the language, depending on age of immigration (theirs and their parents’), heritage language use patterns in the home, exposure to literacy in the heritage language, and other factors (Powtowski, 2010). It is often a challenge for teachers trained in world language teaching to address the different issues that heritage speakers bring to the class. Heritage students with low levels of language proficiency can benefit from a world language class, with the teacher making sure to acknowledge, value, and encourage the students’ connections to the heritage language. Teachers that include heritage speakers in their world language classes suggest that all meaningful, contextualized and engaging activities can be of benefit to heritage speakers and their world language learning classmates alike (Powtowski, 2010).

If a school has large numbers of heritage speakers, or large numbers of heritage students with high levels of proficiency, there are benefits in offering them a native speaker language arts curriculum with some linguistic support. Many schools opt to create a separate language class for these heritage students in order to build on their particular strengths and needs (Powtowski, 2010).

Should students with disabilities study world languages?

Students with disabilities benefit from studying world languages as much as other subjects. Exposure to other languages can help children with disabilities become more aware of and gain more control over language skills in English. Further, because children with disabilities may be restricted in other aspects of their learning lives, they particularly benefit from the exposure to other cultures that world language study involves. The needs and abilities of any one of these learners depend in part on the types of disability, so it is particularly important for world language teachers to learn how the student's disabilities affect the learning of the language and what strategies are recommended (Gilzow & Rhodes, 2000).

In general, the Individualized Education Program (IEP) of a student should be used to decide what special accommodations to use in the world language class. For example, if a student needs extra processing time and the IEP states that s/he not be asked open-ended questions in whole group settings, then this would apply to the world language class as well. If the IEP states that a student needs all instructions orally, then that should happen in the language class as well. The IEP drives the students' education in every area, including world languages.

Language teachers have shown us that so much of the world language class activities and strategies are good for all students, and work well with students with IEPs. World language learning takes place in contexts that carry significance for students. Contexts include meaningful social and cultural situations and subject content instruction, and include storytelling, music, games, rituals, drama, and celebrations. Activities focus on concrete experiences using visuals, props, realia, and hand-on activities that help all children connect language with meaning.

Curtain and Dahlberg (2010) provide good resources on why special education students should be included in world language classes: "The practice in some schools of reserving world language study for children who are reading at or above grade level stands in direct contradiction to the data obtained from a study conducted by Masciantonio (1977). His review of research shows that such practices may be taking away opportunities for world language study from those children who could benefit from it the most" (as cited in Curtain & Dahlberg, p.484).

How can students who arrive in the district after the beginning of the language program best be added to the language classes?

Many elementary schools report that accommodating new students in the world language classes is a challenge, but there are successes in this area, including these strategies implemented at Baypoint Elementary School in Pinellas County, Florida. During each of the first ten school days of the academic year, students new to the world language program meet for a class period with the Spanish teachers for intensive, individualized instruction. New incoming students:

- learn some of the core material already covered by their peers,
- practice strategies for coping in the world language class,
- become familiar with computer programs and other tools for independent learning, and
- have a buddy in their class to act as a partner and model in the language learning process.

Appendix A

The world language program in Glastonbury, Connecticut, provides children and their parents with a packet of materials that includes a booklet of language learning hints, an overview of the language, suggested references and resources, and dozens of interactive independent learning exercises that use an audiotape and print materials. In most districts, incoming students are counseled not to expect to quickly reach the same level of proficiency as the other children due to their lack of instruction. They are encouraged to develop proficiency at their own pace and to keep their expectations realistic (Gilzow & Rhodes, 2000).

Appendix A

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NCR 2/2/2013

Implementation of World Language Instruction in District 103 Implementation Q & A's

Where will you find the time in the day to teach World Language?

The district is currently reviewing multiple options in order to schedule the additional minutes of world language instruction into the school day. Below is a summary of the options the district is considering. Since three buildings house different grade levels, the needs of each building are different from one another. What may be the best option for one building may not be for the other. Thus, slightly different approaches may be combined depending on the age of the students in the building in order to address time needed for world language.

1) Integration of Technology and Library

With the rise of technology being integrated into everyday classroom experiences, a scheduled computer time is becoming less relevant. Currently, kindergarten through fifth grade students, have scheduled weekly times during which they attend a technology and library class. Students in grades 5, 7 & 8 have a separate technology class at Daniel Wright. The Encore Committee has been researching if scheduled times are still best practice. Many districts have begun to integrate technology and library science into the classroom by redistributing the computers from labs and having technology teachers work in the classroom with teachers and students. Librarians work collaboratively with the classrooms teachers to support research projects and units of study. It is important to note that students would still have the opportunity to check out books from the library weekly. This plan would allow for greater access to technology within the classroom to enrich and reinforce core content. If this recommendation is made, a classroom set of computers would still be available to classroom teachers.

2) Lengthening of the School Day

The District 103 Administrative team is currently researching if there is a need to extend the school day by 20 minutes. By lengthening the school day, the ability to schedule world language instruction may be more feasible. Sample schedules are being created comparing the length of time available for all core subjects and specials class using our current bell schedule and an extended day schedule.

Appendix B

3) Shortening Lunch and Recess at Sixth Grade

The lunch recess block for sixth grade students is currently 60 minutes, 30 minutes for lunch, 30 minutes for recess). Students complete their lunch in 20 minutes and the extra time creates management issues. Shortening the lunch period will reduce off-task student behavior. The lunch recess block will be shortened by 15 minutes, which will give adequate time for a break from academics.

4) Reformat Advisory Time for Sixth Grade Students

Currently, sixth grade advisory classes are all offered at the same time of day. With the proposed schedule, Spanish class and Advisory would be a combined 1 hour block that would be scheduled at a variety of times throughout the school day.



Lincolnshire-Prairie View School District 103

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MEMO

To: Board of Education
From: Dan Stanley
CC: Dr. Scott Warren
Date: March 19, 2013
Re: Business Office Update

Financial Reports

January 2013 revenues came in at \$506,308.80 thanks to \$311,364.77 in payments from the state. Revenues are at 49.3% of budget, which is normal.

Expenditures for January 2013 were at \$1.9 million which is slightly lower than normal due to a lower month for purchased services, supplies, and capital outlay. At 58% through the fiscal year, year-to-date amounts are at 62% spent. Salary and benefits (which represent 70% of our budget) are at a combined 56% spent, which is a good spot. The other objects (the remaining 30%) are higher at 75% spent due to major capital projects completed, which is expected.

Total fund balances decreased \$1.4 million to \$15.7 million, which simply is a result of spending \$1.9 million when receiving \$500,000. Again, this is very typical in the cash flow cycle. The next few months we will see the fund balance go down and down, but it will jump back up once May and June tax receipts are received.

2012 Tax Extension

We should be receiving information in the next few weeks regarding the district's tax extension based on our 2012 levy the board approved in December.

Long-Term Debt Management

I am still looking at our long-term debt. More information will be provided to the board when the examination is complete.

Energy Savings Performance Contract

I have been in touch with Chevron regarding the energy savings performance contract done in 2006. I should have more information for you at the next board meeting.

Delayed State Payments

Currently, the district is waiting for \$308,435.75 from the state in delayed payments. The latest payment dates back to December of 2012.

Revenue Report

1/31/2013

% of Fiscal Year Completed **58.3%**

	MTD January	YTD Actual	Fiscal Year 2013 Adopted Budget	Budget Balance	% Budget Received
Education Fund					
Local Revenue	177,182.49	10,755,273.24	22,350,410.00	11,595,136.76	48.1%
State Revenue	156,099.72	387,492.42	611,225.00	223,732.58	63.4%
Federal Revenue	1,921.04	19,365.56	237,620.00	218,254.44	8.1%
Subtotal Education Fund	335,203.25	11,162,131.22	23,199,255.00	12,037,123.78	48.1%
State "On Behalf"		-	3,000,000.00	3,000,000.00	0.0%
Total Education Fund	335,203.25	11,162,131.22	26,199,255.00	15,037,123.78	42.6%
Operations & Maintenance Fund					
Local Revenue	7,002.86	894,079.32	1,873,765.00	979,685.68	47.7%
State Revenue	30,440.10	232,636.28	300,000.00	67,363.72	77.5%
Subtotal O & M Fund	37,442.96	1,126,715.60	2,173,765.00	1,047,049.40	51.8%
Transfers	-	2,130,000.00	500,000.00	(1,630,000.00)	426.0%
Total O&M Fund	37,442.96	3,256,715.60	2,673,765.00	(582,950.60)	121.8%
Debt Service Fund					
Local Revenue	0.21	165,533.55	335,905.00	170,371.45	49.3%
Subtotal Debt Service Fund	0.21	165,533.55	335,905.00	170,371.45	49.3%
Transfers	-	-	348,090.00	348,090.00	0.0%
Total Debt Service Fund	0.21	165,533.55	683,995.00	518,461.45	24.2%
Transportation Fund					
Local Revenue	8,819.04	731,342.81	1,356,480.00	625,137.19	53.9%
State Revenue	124,824.95	391,857.86	450,000.00	58,142.14	87.1%
Subtotal Transportation Fund	133,643.99	1,123,200.67	1,806,480.00	683,279.33	62.2%
Total Transportation Fund	133,643.99	1,123,200.67	1,806,480.00	683,279.33	62.2%
Retirement Fund					
Local Revenue	13.49	496,856.51	1,040,585.00	543,728.49	47.7%
Subtotal Retirement Fund	13.49	496,856.51	1,040,585.00	543,728.49	47.7%
Total Retirement Fund	13.49	496,856.51	1,040,585.00	543,728.49	47.7%
Capital Projects Fund					
Local Revenue	-	40,000.00	85,000.00	45,000.00	47.1%
Subtotal Cap. Projects Fund	-	40,000.00	85,000.00	45,000.00	47.1%
Transfers	-	3,260,000.00	3,260,000.00	-	100.0%
Total Cap. Projects Fund	-	3,300,000.00	3,345,000.00	45,000.00	98.7%
Working Cash Fund					
Local Revenue	4.90	248.44	1,500.00	1,251.56	16.6%
Subtotal Working Cash Fund	4.90	248.44	1,500.00	1,251.56	16.6%
Total Working Cash Fund	4.90	248.44	1,500.00	1,251.56	16.6%
All Funds					
Local Revenue	193,022.99	13,083,333.87	27,043,645.00	13,960,311.13	48.4%
State Revenue	311,364.77	1,011,986.56	1,361,225.00	349,238.44	74.3%
Federal Revenue	1,921.04	19,365.56	237,620.00	218,254.44	8.1%
Subtotal All Funds	506,308.80	14,114,685.99	28,642,490.00	14,527,804.01	49.3%
"On Behalf"/Transfers	-	5,390,000.00	7,108,090.00	1,718,090.00	75.8%
Total All Funds	506,308.80	19,504,685.99	35,750,580.00	16,245,894.01	54.6%

Expenditure Report

1/31/2013

% of Fiscal Year Complete: 58.3%

	MTD January	YTD Actual	Fiscal Year 2013 Adopted Budget	Budget Balance	% Budget Expensed
Education Fund					
Salaries	1,174,475.69	7,953,761.47	14,356,975.00	6,403,213.53	55.4%
Benefits	296,282.62	2,452,947.05	4,054,120.00	1,601,172.95	60.5%
Purchased Services	41,821.32	583,614.40	1,247,185.00	663,570.60	46.8%
Supplies	42,267.57	586,027.43	1,098,535.00	512,507.57	53.3%
Capital Outlay	-	180,371.47	59,900.00	(120,471.47)	301.1%
Other	10,251.30	360,256.19	868,220.00	507,963.81	41.5%
Non-Capitalized Equipment	9,987.50	129,983.08	421,450.00	291,466.92	30.8%
Termination Benefits	-	303,757.29	289,820.00	(13,937.29)	104.8%
Subtotal Education Fund	1,575,086.00	12,550,718.38	22,396,205.00	9,845,486.62	56.0%
State "On Behalf"	-	-	3,000,000.00	3,000,000.00	0.0%
Transfers	-	1,630,000.00	1,772,050.00	142,050.00	92.0%
Total Education Fund	1,575,086.00	14,180,718.38	27,168,255.00	12,987,536.62	52.2%
Operations and Maintenance Fund					
Salaries	68,589.99	507,307.79	907,084.00	399,776.21	55.9%
Benefits	10,930.40	80,032.98	142,170.00	62,137.02	56.3%
Purchased Services	10,222.73	178,152.20	318,780.00	140,627.80	55.9%
Supplies	2,803.31	69,292.96	121,000.00	51,707.04	57.3%
Capital Outlay	4,434.00	389,062.70	500,000.00	110,937.30	77.8%
Non-Capitalized Equipment	-	4,328.10	1,200.00	(3,128.10)	360.7%
Subtotal O&M Fund	96,980.43	1,228,176.73	1,990,234.00	762,057.27	61.7%
Transfers	-	3,260,000.00	1,836,040.00	(1,423,960.00)	177.6%
Total O&M Fund	96,980.43	4,488,176.73	3,826,274.00	(661,902.73)	117.3%
Debt Service Fund					
Other	7,183.93	534,378.50	679,330.00	144,951.50	78.7%
Subtotal Debt Service Fund	7,183.93	534,378.50	679,330.00	144,951.50	78.7%
Total Debt Service Fund	7,183.93	534,378.50	679,330.00	144,951.50	78.7%
Transportation Fund					
Salaries	84,405.02	501,417.07	910,427.00	409,009.93	55.1%
Benefits	23,596.72	150,326.08	267,506.00	117,179.92	56.2%
Purchased Services	10,049.05	378,782.89	357,790.00	(20,992.89)	105.9%
Supplies	17,165.50	86,371.55	158,600.00	72,228.45	54.5%
Other	116.00	2,541.94	3,500.00	958.06	72.6%
Non-Capitalized Equipment	-	-	5,000.00	5,000.00	0.0%
Subtotal Trans. Fund	135,332.29	1,119,439.53	1,702,823.00	583,383.47	65.7%
Transfers	-	500,000.00	500,000.00	-	100.0%
Total Trans. Fund	135,332.29	1,619,439.53	2,202,823.00	583,383.47	73.5%
Retirement Fund					
Benefits	78,473.77	564,247.88	1,011,635.00	447,387.12	55.8%
Subtotal Retirement Fund	78,473.77	564,247.88	1,011,635.00	447,387.12	55.8%
Total Retirement Fund	78,473.77	564,247.88	1,011,635.00	447,387.12	55.8%
Capital Projects Fund					
Capital Outlay	39,481.57	3,286,188.50	3,342,810.00	56,621.50	98.3%
Subtotal Cap. Projects Fund	39,481.57	3,286,188.50	3,342,810.00	56,621.50	98.3%
Total Cap. Projects Fund	39,481.57	3,286,188.50	3,342,810.00	56,621.50	98.3%
All Funds					
Salaries	1,327,470.70	8,962,486.33	16,174,486.00	7,211,999.67	55.4%
Benefits	409,283.51	3,247,553.99	5,475,431.00	2,227,877.01	59.3%
Purchased Services	62,093.10	1,140,549.49	1,923,755.00	783,205.51	59.3%
Supplies	62,236.38	741,691.94	1,378,135.00	636,443.06	53.8%
Capital Outlay	43,915.57	3,855,622.67	3,902,710.00	47,087.33	98.8%
Other	17,551.23	897,176.63	1,551,050.00	653,873.37	57.8%
Non-Capitalized Equipment	9,987.50	134,311.18	427,650.00	293,338.82	31.4%
Termination Benefits	-	303,757.29	289,820.00	(13,937.29)	104.8%
Subtotal All Funds	1,932,537.99	19,283,149.52	31,123,037.00	11,839,887.48	62.0%
"On Behalf"/Transfers	-	5,390,000.00	7,108,090.00	1,718,090.00	75.8%
Total All Funds	1,932,537.99	24,673,149.52	38,231,127.00	13,557,977.48	64.5%

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED JANUARY 31, 2013

	10	20	30	40	50	60	70	10+20+40+50+70	Total All Funds
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	
Orphanage Tuition	3,218.08	-	-	-	-	-	-	3,218.08	3,218.08
Other State Revenue	20.95	-	-	-	-	-	-	20.95	20.95
Total State Sources	156,099.72	30,440.10	-	124,824.95	-	-	-	311,364.77	311,364.77
Federal Sources									
Special Milk Program	1,921.04	-	-	-	-	-	-	1,921.04	1,921.04
Title I - Low Income	-	-	-	-	-	-	-	-	-
IDEA Preschool	-	-	-	-	-	-	-	-	-
IDEA Flow Through	-	-	-	-	-	-	-	-	-
IDEA Room & Board	-	-	-	-	-	-	-	-	-
Title II - Teacher Quality	-	-	-	-	-	-	-	-	-
Medicaid Reimbursement	-	-	-	-	-	-	-	-	-
Total Federal Sources	1,921.04	-	-	-	-	-	-	1,921.04	1,921.04
Total Revenues	335,203.25	37,442.96	0.21	133,643.99	13.49	-	4.90	506,308.59	506,308.80
EXPENDITURES									
Salaries	1,174,475.69	68,589.99	-	84,405.02	-	-	-	1,327,470.70	1,327,470.70
Benefits	296,282.62	10,930.40	-	23,596.72	78,473.77	-	-	409,283.51	409,283.51
Purchased Services	41,821.32	10,222.73	-	10,049.05	-	-	-	62,093.10	62,093.10
Supplies	42,267.57	2,803.31	-	17,165.50	-	-	-	62,236.38	62,236.38
Capital Outlay	-	4,434.00	-	-	-	39,481.57	-	4,434.00	43,915.57
Other	10,251.30	-	7,183.93	116.00	-	-	-	10,367.30	17,551.23
Non-Capitalized Equip.	9,987.50	-	-	-	-	-	-	9,987.50	9,987.50
Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	1,575,086.00	96,980.43	7,183.93	135,332.29	78,473.77	39,481.57	-	1,885,872.49	1,932,537.99
Excess (deficiency) of revenues over expenditures	(1,239,882.75)	(59,537.47)	(7,183.72)	(1,688.30)	(78,460.28)	(39,481.57)	4.90	(1,379,563.90)	(1,426,229.19)
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
State "On Behalf" Payments	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(1,239,882.75)	(59,537.47)	(7,183.72)	(1,688.30)	(78,460.28)	(39,481.57)	4.90	(1,379,563.90)	(1,426,229.19)
Fund Balance: 12/31/2012	13,138,983.61	1,054,903.06	(148,260.60)	1,449,559.86	1,123,251.32	53,293.16	520,577.81	17,285,318.16	17,190,350.72
Fund Balance: 1/31/2013	\$ 11,899,100.86	\$ 995,365.59	\$ (155,444.32)	\$ 1,447,871.56	\$ 1,044,791.04	\$ 13,811.59	\$ 520,582.71	\$ 15,907,711.76	\$ 15,766,079.03

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL FUNDS
MONTH ENDED JANUARY 31, 2013

	10 Education	20 Oper. & Maint.	30 Debt Services	40 Transportation	50 IMRF/SS	60 Capital Projects	70 Working Cash	10+20+40+50+70 Total Operating	Total All Funds
REVENUES									
Local Sources	177,182.49	7,002.86	0.21	8,819.04	13.49	-	4.90	193,022.78	193,022.99
State Sources	156,099.72	30,440.10	-	124,824.95	-	-	-	311,364.77	311,364.77
Federal Sources	1,921.04	-	-	-	-	-	-	1,921.04	1,921.04
Total Revenues	335,203.25	37,442.96	0.21	133,643.99	13.49	-	4.90	506,308.59	506,308.80
EXPENDITURES									
Salaries	1,174,475.69	68,589.99	-	84,405.02	-	-	-	1,327,470.70	1,327,470.70
Benefits	296,282.62	10,930.40	-	23,596.72	78,473.77	-	-	409,283.51	409,283.51
Purchased Services	41,821.32	10,222.73	-	10,049.05	-	-	-	62,093.10	62,093.10
Supplies	42,267.57	2,803.31	-	17,165.50	-	-	-	62,236.38	62,236.38
Capital Outlay	-	4,434.00	-	-	-	39,481.57	-	4,434.00	43,915.57
Other	10,251.30	-	7,183.93	116.00	-	-	-	10,367.30	17,551.23
Non-Capitalized Equip.	9,987.50	-	-	-	-	-	-	9,987.50	9,987.50
Termination Benefits	-	-	-	-	-	-	-	-	-
Total Expenditures	1,575,086.00	96,980.43	7,183.93	135,332.29	78,473.77	39,481.57	-	1,885,872.49	1,932,537.99
Excess (deficiency) of revenues over expenditures	(1,239,882.75)	(59,537.47)	(7,183.72)	(1,688.30)	(78,460.28)	(39,481.57)	4.90	(1,379,563.90)	(1,426,229.19)
OTHER FINANCING SOURCES (USES)									
Transfers	-	-	-	-	-	-	-	-	-
State "On Behalf" Payments	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
Net changes in fund balances	(1,239,882.75)	(59,537.47)	(7,183.72)	(1,688.30)	(78,460.28)	(39,481.57)	4.90	(1,379,563.90)	(1,426,229.19)
Fund Balance: 12/31/2012	13,138,983.61	1,054,903.06	(148,260.60)	1,449,559.86	1,123,251.32	53,293.16	520,577.81	17,287,275.66	17,192,308.22
Fund Balance: 1/31/2013	\$ 11,899,100.86	\$ 995,365.59	\$ (155,444.32)	\$ 1,447,871.56	\$ 1,044,791.04	\$ 13,811.59	\$ 520,582.71	\$ 15,907,711.76	\$ 15,766,079.03

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
 STATEMENT OF FINANCIAL POSITION
 ALL FUNDS
 JANUARY 31, 2013

	10	20	30	40	50	60	70		
	Education	Oper. & Maint.	Debt Services	Transportation	IMRF/SS	Capital Projects	Working Cash	Total Operating	Total All Funds
ASSETS									
US Bank - AP	394,525.55	495,973.67	(155,444.32)	39,084.09	95,911.28	13,811.59	-	1,025,494.59	883,861.86
US Bank - Payroll	8,302.77	2,147.84	-	2,375.68	-	-	-	12,826.29	12,826.29
US Bank - RevTrak	129,308.31	-	-	-	-	-	-	129,308.31	129,308.31
PMA - LIQ	1.81	-	-	-	-	-	-	1.81	1.81
PMA - MAX	3,693,111.10	50,227.91	-	428,249.57	73,342.28	-	171,804.20	4,416,735.06	4,416,735.06
PMA - Fixed Rate Investments	7,514,778.87	447,016.17	-	978,162.22	875,537.48	-	348,778.51	10,164,273.25	10,164,273.25
IIIT	19,347.74	-	-	-	-	-	-	19,347.74	19,347.74
Bank Financial	88,671.34	-	-	-	-	-	-	88,671.34	88,671.34
Imprest Fund	44,500.00	-	-	-	-	-	-	44,500.00	44,500.00
Petty Cash	500.00	-	-	-	-	-	-	500.00	500.00
TOTAL ASSETS	11,893,047.49	995,365.59	(155,444.32)	1,447,871.56	1,044,791.04	13,811.59	520,582.71	15,901,658.39	15,760,025.66
LIABILITIES & FUND BALANCE									
LIABILITIES									
Accounts Payable	2,014.24	-	-	-	-	-	-	2,014.24	2,014.24
Dental Insurance Payable	(7,044.55)	-	-	-	-	-	-	(7,044.55)	(7,044.55)
Flex Spending Account Payable	(1,023.06)	-	-	-	-	-	-	(1,023.06)	(1,023.06)
Early Check Void Adjustment	-	-	-	-	-	-	-	-	-
Total Liabilities	(6,053.37)	-	-	-	-	-	-	(6,053.37)	(6,053.37)
FUND BALANCE									
Fund Balance	11,899,100.86	995,365.59	(155,444.32)	1,447,871.56	1,044,791.04	13,811.59	520,582.71	15,907,711.76	15,766,079.03
Total Fund Balance	11,899,100.86	995,365.59	(155,444.32)	1,447,871.56	1,044,791.04	13,811.59	520,582.71	15,907,711.76	15,766,079.03
TOTAL LIABILITIES & FUND BALANCE	11,893,047.49	995,365.59	(155,444.32)	1,447,871.56	1,044,791.04	13,811.59	520,582.71	15,901,658.39	15,760,025.66

LINCOLNSHIRE-PRAIRIE VIEW ELEMENTARY SCHOOL DISTRICT NO. 103
TREASURER'S REPORT
ALL FUNDS
January 31, 2013

CASH BALANCE PER BOOKS

Educational Fund	11,893,047.49
Operations and Maintenance	995,365.59
Debt Service Fund	(155,444.32)
Transportation Fund	1,447,871.56
Retirement Fund	1,044,791.04
Capital Projects Fund	13,811.59
Working Cash Fund	<u>520,582.71</u>
TOTALS:	<u><u>\$ 15,760,025.66</u></u>

BANK BALANCES & INVESTMENTS

US Bank - AP	
Statement Balance	1,066,621.35
Less: Outstanding Checks	<u>182,759.49</u>
	\$ 883,861.86
US Bank - Payroll	
Statement Balance	37,437.60
Less: Outstanding Checks	<u>24,611.31</u>
	\$ 12,826.29
US Bank - Other	
RevTrak Account Balance	\$ 129,308.31
Imprest	44,500.00
Petty Cash	<u>500.00</u>
	174,308.31
PMA Financial Network	
ISDLAF - LIQ	1.81
ISDLAF - MAX	4,416,735.06
Fixed Rate Investments	<u>10,164,273.25</u>
	\$ 14,581,010.12
Illinois Inst Investors Trust	
CMF	19,347.74
Bank Financial	
Money Market	88,671.34
TOTALS:	<u><u>\$ 15,760,025.66</u></u>

Certified by:



Dan Stanley, Treasurer

ACTIVITY FUND
January 31, 2013

<u>Account</u>	<u>Beg. Balance Dec</u> <u>31, 2012</u>	<u>Current Month</u> <u>Inflow</u>	<u>Current Month</u> <u>Outflow</u>	<u>End. Balance</u> <u>Jan 31, 2013</u>
Bank Interest	86.35	5.38	-	91.73
Convenience Acct	124.63	-	-	124.63
DW-NJHS	1,785.43			1,785.43
DW-Scholarship	2,086.63	-	-	2,086.63
DW-Student Council	7,052.61			7,052.61
DW-Yearbook	26,386.39		-	26,386.39
HD-Student Council	2,633.34	131.00	(441.00)	2,323.34
HD-Yearbook	15,847.86	-	-	15,847.86
SP-Yearbook	<u>10,070.12</u>	<u>600.00</u>	<u>(6,718.40)</u>	<u>3,951.72</u>
TOTALS	66,073.36	736.38	(7,159.40)	59,650.34



Lincolnshire – Prairie View School District 103
1370 RIVERWOODS ROAD
LINCOLNSHIRE, IL 60069
847.295.4030
(Fax) 847.295.9196

Memo

To: Board of Education
From: Scott Gaunky
CC: Dr. Scott Warren
Date: March 15, 2013
Re: Facilities Update

DANIEL WRIGHT JUNIOR HIGH SCHOOL

- The wrestling mat mover has been successfully installed and we are waiting for the completion of the season to test it out. Having this completed has opened up more store room space and eliminated any fire code issues.

HALF DAY

- There were no significant projects completed over the past month at this facility.
- We have received a partial reimbursement from the State of Illinois for the removal of the fuel tanks and signed paper work on March 14th to apply for the remainder. There is still another soil sampling that will need to take place. This will confirm that soils outside the excavation perimeter are not contaminated.

LAURA SPRAGUE

- A design meeting was held on March 14th for Sprague Phase 2 with Christy Adler, Scott Warren, Dan Stanley, Julie Postma, and our architect. This was to discuss finishing the scope of this project. It is important that we complete this by March 21st so the bid parameters are met and we meet the timeline for approval at the April board meeting. The discussion revealed

the need to make some classroom renovations to accommodate the new world language program and the special needs classroom spaces. Since this was not part of the original scope, these changes will obviously require an additional investment. We should have updated numbers by next week.

- An update meeting was held on the 8th for Sprague Playground Renovations. In attendance was Scott Warren, Dan Stanley, Julie Postma, Christy Adler, Sandy Simon, Kristen Keevins, Ann van Gerven, Leo Morand (Civil Engineer), and Mike Cederlund (Playground Design Specialist). This was to discuss final playground design considerations and bring all invested parties to the table. Through discussion, it was discovered that there is no equipment, including existing, that would qualify for the pre-school age group. Adjustments and options have been developed and we will need to meet again to come to a consensus on final designs.
- On March 13th, sealed bids were opened for the asbestos abatement needed for Phase 2 at Sprague. The District budgeted \$300,000 for this portion of the project. We agreed with the recommendation provided by our environmental consultant, JMS Environmental. Please see the attached recommendation letter. The apparent qualified low bidder is Valor Technologies, Inc. . Accepting Alternates 1 and 2 will bring their bid amount to \$164,000. Adding \$48,950 for JMS to monitor the project will bring the total project cost to \$212,950.



Lincolnshire – Prairie View School District 103
1370 RIVERWOODS ROAD
LINCOLNSHIRE, IL 60069
847.295.4030
(Fax) 847.295.9196

Memo

To: Board of Education
From: Katie Reynolds, Executive Director of Teaching and Learning
Julie Postma, Director of Student Services
Mark Westhoff, Director of Technology
CC: Dr. Scott Warren
Date: March 14, 2013
Re: Executive Summary

Curriculum & Instruction

- On February 15th the math curriculum committee members met with publishing companies to review math programs. As we are aligning our district curriculum to the Common Core Standards teachers are noticing that our current series does not align with Common Core content or the standards of practice. After spring break teachers will pilot units from Envisions, Investigations, and Math in Focus. After the pilot period, a decision will be made if the newer programs meet the demands of the Common Core States Standards.
- Based on the recommendation from the Encore Committee, Margaret St. Claire, Julie Bodeen, Julie Postma, Dr. Warren and myself are restructuring Daniel Wright's Encore/Creative Arts schedule. We are looking at ways to provide more creative arts time to our Band and Orchestra students by moving away from the two day a week creative arts schedules for those students.
- During the month of March I meet with the building curriculum committees. At each of the meetings we reviewed our district goals for the curriculum areas and evaluated our progress towards those goals. After the final meetings of the year we will write end of year reports updating the Board as to the progress made this year.
- All English Language Learners (ELL) took the ACCESS test at the end of January and the beginning of February. ACCESS for ELLs® is a standards-based, criterion referenced English language proficiency test designed to measure English language learners' social and academic proficiency in English. It assesses social and instructional English as well as the language associated with language arts, mathematics, science, and social studies within the school context across the four language domains of reading, writing, speaking and listening.

- ISAT tests were completed by third-eighth grade students between March 6th -15th, 2013. This will be the first year the ISAT scores are reported using the new cut scores. The 2013 Reading and Math ISATs contained items written to the Common Core Standards. Approximately 20% of the operational items on the Reading and Math ISATs were written to Common Core Standards and will be included as part of students' scores results for the 2013 ISAT.
- The national Association for Supervision Curriculum Development (ASCD) conference was held in Chicago during the week of March 12, 2013. I attended a three day advanced institute on Understanding by Design.
- Julie Bodeen and I attended the Illinois New Teacher Collaborative (INTC) Conference at the end of February. The two of us will work together this spring to revise the District 103 Mentoring and Induction Program using examples provided to us from other districts around the State and the INTC.

Special Education

- In conjunction with the revisions of the building schedules, in anticipation of a World Language being taught next year as well as changes to Encore, we have been carefully reviewing how and when special education services will be delivered.
- Annual Reviews are continuing. We are analyzing the information from these meetings to refine programming and services in each building, and to ensure that staff assigned to allow for effective and efficient service delivery.
- Reimbursement for both our IDEA Preschool Grant and for a portion of our IDEA Flow Through Grant has been submitted to SEDOL.

Technology

- We have finished installing the wireless network at Half Day and completed the expansion of the wireless network at Daniel Wright. By increasing wireless access for students and staff we will be ready for an increased presence and use of iPads, Google Chromebooks, laptops, and other wireless devices.
- For our technology refresh for next school year, we anticipate offering teachers the choice of a laptop or desktop computer to be used for their main workstation. With wireless networks in place, teachers will have more flexibility when and where a laptop is used.
- Several of our technology curriculum committee members attended the regional technology conference in St. Charles. This is the first year we have been able to send so many to this event. Teachers were able to talk to peers who are also using and considering the expansion of student devices in learning.

- The Encore Committee report includes some recommendations for technology in the curriculum. We are looking at a more integrated approach for next school year. We plan to have fewer stand-alone classes, and we plan to have technology integration teachers helping classroom teachers integrate the use of Google Apps, student devices, and technology-based projects into curricula.

LINCOLNSHIRE - PRAIRIE VIEW SCHOOL DISTRICT 103

ENROLLMENT REPORT

February 2013

Grade	June 2012 Enrollment	Current Enrollment	No. of Academic Classes	Average Class Size	Lowest Class Size	Highest Class Size	Kasarda Report 2012-2013 "B" Projection	Kasarda Report 2012-2013 "C" Projection
Early Childhood	19	18	2 am/pm	9.00	7	11		
K (AM)	37	20	1	20.00				
K (PM)		22	1	22.00				
K (Full Day)	99	100	5	20.00	20	20	133	142
1	159	154	8	19.25	19	21	151	155
2	165	156	8	19.50	19	20	171	176
3	178	172	8	21.50	21	22	174	179
4	178	182	8	22.75	22	24	181	186
5	196	188	8	23.50	22	24	191	196
6	201	207	8	25.88	24	26	201	206
7	203	203	9	22.56	13	27	202	207
8	198	202	9	22.44	18	27	204	208
Sprague Total	479	470						
Half Day Total	356	354						
Daniel Wright Total	798	800						
SUBTOTAL	1,633	1,624					1,608	1,655
Special Ed Out of District:								
SEDOL/Public	2	1						
Consortium Placements	3	4						
Private Placements	4	4						
IAES		2						
CURRENT TOTAL	1,642	1,635						

**2012-2013
LINCOLNSHIRE - PRAIRIE VIEW
SCHOOL DISTRICT 103**

MONTHLY ENROLLMENT

<u>GRADE</u>	<u>6th Day</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUNE</u>
Early Childhood	18	18	19	17	18	18	18				
K - AM	20	20	20	20	21	21	20				
K - PM	17	17	18	20	21	22	22				
K- Full Day	100	100	100	100	100	100	100				
1	155	154	154	153	156	154	154				
2	155	155	153	154	156	156	156				
3	171	170	170	170	170	170	172				
4	183	183	182	180	180	181	182				
5	187	187	186	187	188	187	188				
6	210	210	207	207	207	207	207				
7	204	204	203	203	203	203	203				
8	207	207	203	202	202	204	202				
Sprague	465	464	464	464	472	471	470				
Half Day	354	353	352	350	350	351	354				
Daniel Wright	808	808	799	799	800	801	800				
SUBTOTAL	1627	1,625	1,615	1,613	1,622	1,623	1,624	0	0	0	0
Special Ed.	10	10	10	9	9	9	11				
TOTAL	1637	1,635	1,625	1,622	1,631	1,632	1,635	0	0	0	0



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: March 19, 2013
Re: Superintendent Informational Report

FOIA request

The District received two FOIA requests this month. The first was from John Peters, Carpenters Local Union 1185, for copies of certified payroll and invoices for American Floor Show, and any of its subcontractors for fiscal years 2011 and 2012. This request was fulfilled on March 6, 2013. The second was from TaShaunda Shumpert from R.J.B. Properties, Inc. requesting information regarding any custodial/janitorial services we may contract. This request was fulfilled on March 6, 2013. Both requests and responses are included for your review.

Consortium Collaboration Update

The Area 125 Consortium District superintendents, curriculum directors and junior high principals met Wednesday, March 13, 2013 in a combined meeting to review plans as the districts move toward the Math Common Core State Standards. The consortium grade level teams will continue to meet this spring and over the summer to complete the work required for a full implementation of the standards in the fall.

Student Successes

7th grader Conrad Oberhaus has qualified for the State Geography Bee for the third year in a row. He will compete on April 5 at College of DuPage. Haoyang Yu, a seventh-grader from Daniel Wright, was among a 25-student group from Stevenson that took part in the American Invitational Mathematics Examination (AIME) on Thursday, March 14. The AIME is one step away from the U.S. Mathematics Olympiad, which is considered the top math contest for American high school students. Haoyang qualified for the AIME based on his score on the American Mathematics Competition in February. Congratulations to both Conrad and Haoyang for their outstanding performances. We are very proud of them!

Lincolnshire Village and District 103 Collaboration

Scott Gaunky and I met with village officials to discuss the continued collaboration of utilizing Rivershire Nature Center for educational needs. Additionally, the district and village are working on ways to collaborate on sharing services to lower costs for facility and grounds maintenance. A new five year intergovernmental agreement will be created and presented to the Board by May 2013.

In recognition of educational excellence, the

**2013 SchoolSearch™
Bright Red Apple™ Award**

is awarded to

Lincolnshire-Prairieview SD 103

Lincolnshire, Illinois



Dee Shugart, Ph.D., President
E-mail: info@schoolsearchrankings.com

SchoolSearch™

Web Site: www.schoolsearchrankings.com
Educational Research & Publisher of School Rankings



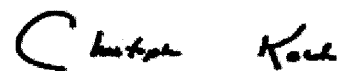
ILLINOIS STATE BOARD OF EDUCATION
Certificate of Recognition
2012-2013

Lincolnshire-Prairieview SD 103
Region: 34-Lake

Fully Recognized

This certifies that the Illinois State Board of Education, pursuant to the standards for public schools set forth in the *School Code of Illinois* and Part 1 of the *23 Illinois Administrative Code* – Public Schools Evaluation, Recognition and Supervision, officially recognizes the school district identified above. This recognition status is valid for one year or until such time or circumstances specified by the *23 Illinois Administrative Code* necessitates a change.


Regional Superintendent of Schools


State Superintendent of Education

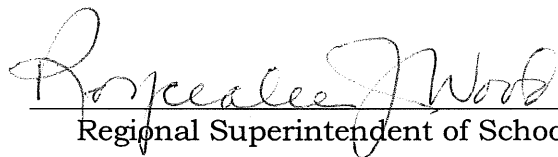


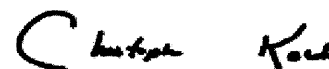
ILLINOIS STATE BOARD OF EDUCATION
Certificate of Recognition
2012-2013

Laura B Sprague School
Region: 34-Lake

Fully Recognized

This certifies that the Illinois State Board of Education, pursuant to the standards for public schools set forth in the *School Code of Illinois* and Part 1 of the *23 Illinois Administrative Code* – Public Schools Evaluation, Recognition and Supervision, officially recognizes the school district identified above. This recognition status is valid for one year or until such time or circumstances specified by the *23 Illinois Administrative Code* necessitates a change.


Regional Superintendent of Schools



State Superintendent of Education



ILLINOIS STATE BOARD OF EDUCATION
Certificate of Recognition
2012-2013

Half Day School
Region: 34-Lake

Fully Recognized

This certifies that the Illinois State Board of Education, pursuant to the standards for public schools set forth in the *School Code of Illinois* and Part 1 of the *23 Illinois Administrative Code* – Public Schools Evaluation, Recognition and Supervision, officially recognizes the school district identified above. This recognition status is valid for one year or until such time or circumstances specified by the *23 Illinois Administrative Code* necessitates a change.

A handwritten signature in cursive script, reading "Royce Lee Wood".

Regional Superintendent of Schools

A handwritten signature in cursive script, reading "Charles Keel".

State Superintendent of Education

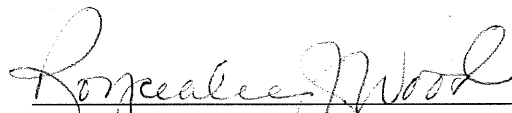


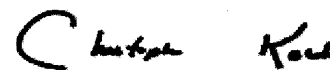
ILLINOIS STATE BOARD OF EDUCATION
Certificate of Recognition
2012-2013

Daniel Wright Jr High School
Region: 34-Lake

Fully Recognized

This certifies that the Illinois State Board of Education, pursuant to the standards for public schools set forth in the *School Code of Illinois* and Part 1 of the *23 Illinois Administrative Code* – Public Schools Evaluation, Recognition and Supervision, officially recognizes the school district identified above. This recognition status is valid for one year or until such time or circumstances specified by the *23 Illinois Administrative Code* necessitates a change.


Regional Superintendent of Schools



State Superintendent of Education

Fax Cover

Carpenters Local 1185

4979 Indiana Ave Suite 213

Lisle, IL 60532

O: (630) 325-4132 | F: (630) 963-8062 |

www.chicagofloorcovering.com



TO: FOIA Officer

FROM: John Peters

FAX: 847-295-9196

PAGES: 2

PHONE:

DATE: 2/27/2013

RE:

CC:

Urgent For Review Please Comment Please Reply Please Recycle

Comments:

Please refer to the following FOIA request.

Thank you.



CARPENTERS LOCAL UNION 1185

FLOORING INSTALLERS

UNITED BROTHERHOOD OF CARPENTERS & JOINERS OF AMERICA

4979 Indiana Avenue, Suite 213 • Lisle, IL 60532

(630) 325-4132 • Fax: (630) 963-8062

February 27, 2013

To FOIA Officer,

I would like to request copies of certified payroll and invoices for American Floor Show, and any of its subcontractors. The information requested is from Fiscal Years 2011 and 2012.

Please e-mail information to jpeters1185@gmail.com or send copies to the following address:

4979 Indiana Ave. Suite 213 Lisle, IL 60532

You may also fax information to 630-963-8062. If there are any questions please call me at 708-828-8981.

If no records are available, please refer to the Illinois Prevailing Wage Act (820 ILCS 130).

(820 ILCS 130/5) (from Ch. 48, par. 39s-5)

Sec. 5. Certified payroll.

(a) While participating on public works, the contractor and each subcontractor shall:

(1) make and keep, for a period of not less than 3 years, records of all laborers, mechanics, and other workers employed by them on the project; the records shall include each worker's name, address, telephone number when available, social security number, classification or classifications, the hourly wages paid in each pay period, the number of hours worked each day, and the starting and ending times of work each day; and

(2) submit monthly, in person, by mail, or electronically a certified payroll to the public body in charge of the project.

Thank You,

John Peters

Carpenters Local 1185





Lincolnshire-Prairie View School District 103
Administration Offices

1370 N. Riverwoods Road • Lincolnshire, IL 60069
847/295-4030 • FAX 847/295-9196
<http://www.d103.org>

Scott H. Warren, Ed.D.
Superintendent

March 6, 2013

John Peters
Carpenters Local Union 1185
4979 Indiana Ave., Suite 213
Lisle, IL 60532

SENT VIA EMAIL – jpeters1185@gmail.com

RE: Freedom of Information Act Request

Dear Mr. Peters:

This letter is in response to your request for copies of certified payroll and invoices for American Floor Show, and any of its subcontractors for fiscal years 2011 and 2012.

Attached are four invoices from American Floor Show for July and August 2011. Three companies did work for Iskalis American Floor Show. Attached are payrolls from A-1 Custom Tile Inc., Lakeview Carpet Service Inc., and Installation Specialists, Inc. and payroll for installation by Steve Jewell.

The District did not contract with American Floor Show for the 2012 year.

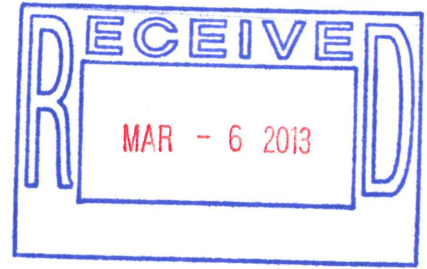
If you should have any further questions regarding this, please contact our office at (847) 295-4030.

Sincerely,

Scott Warren, Ed. D.
Superintendent

Attachments:

A-1 Custom Tile Inc. Payroll
Lakeview Carpet Service Inc. Payroll
Installation Specialists Inc. Payroll
Steve Jewell Payroll
Iskalis American Floor Show Invoice July 2011
Iskalis American Floor Show Invoice August 2011
Two American Floor Show Invoices for August 2011



February 26, 2013

Norma Taylor
FOIA Officer
Lincolnshire-Prairieview School District #103
1370 Riverwoods Rd.
Lincolnshire, IL 60069-2402

Dear Ms. Taylor:

This letter is a request for the Freedom of Information Act.

My name is Ta Shaunda Shumpert. I am the Director of Business Development for RJB Properties, Inc. We are interested in potentially doing business with your school district in the future and need some information. First I'd like to know what company you are currently using for custodial/janitorial services. Secondly, I'd like to know when the district plans to release its next Request for Proposals (RFP) for custodial/janitorial services. Finally, I am officially requesting copies of the six most recent invoices, as well as a copy of the current contract for custodial/janitorial services for the Lincolnshire-Prairieview School District #103. The information will be used for commercial purposes.

Please send the information to me via e-mail at tashaunda@rjb-properties.com, or standard mail to:

TaShaunda Shumpert
R.J.B. Properties, Inc.
11415 W. 183rd Place, Suite B
Orland Park, IL 60467

Thank you in advance for your cooperation in this matter. Should you have any questions or comments, please do not hesitate to contact me at 708/479-4422.

Respectfully,

Ta Shaunda L. Shumpert, REH
Director, Business Development



Lincolnshire-Prairie View School District 103
Administration Offices

1370 N. Riverwoods Road • Lincolnshire, IL 60069
847/295-4030 • FAX 847/295-9196
<http://www.d103.org>

Scott H. Warren, Ed.D.
Superintendent

March 6, 2013

TaShaunda Shumpert
R.J.B. Properties, Inc.
11415 W. 183rd Place, Suite B
Orland Park, IL 60467

SENT VIA EMAIL – tashaunda@rjb-properties.com

RE: Freedom of Information Act Request

Dear TaShaunda Shumpert,

Today we received via US Mail your Freedom of Information Act Request for the following:

1. You would like to know what company we are currently using for custodial/janitorial services.

The District does not contract with a company for custodial/janitorial services.

2. You would like to know when the District plans to release its next Request for Proposals (RFP) for custodial/janitorial services.

The District does not have plans to release a Request for Proposals for custodial/janitorial services.

3. You requested copies of the six most recent invoices, and a copy of the current contract for custodial/janitorial services.

The District does not have records responsive to this request.

If you should have any further questions regarding this, please contact our office at (847) 295-4030.

Sincerely,

Scott Warren, Ed. D.
Superintendent



Lincolnshire-Prairie View School District 103

Memo

To: Board of Education
From: Scott Warren
Date: March 19, 2013
Re: Rivershire Annual Reports

Rivershire Annual Reports from The Village of Lincolnshire and Lincolnshire-Prairie View School District 103 are provided as outlined in the Intergovernmental Agreement between the Village of Lincolnshire and Lincolnshire-Prairie View School District 103 for the care and operation of Rivershire Nature Center and Rivershire Park.



Lincolnshire-Prairie View School District 103
Administration Offices

1370 N. Riverwoods Road • Lincolnshire, IL 60069
847/295-4030 • FAX 847/295-9196
<http://www.d103.org>

Scott H. Warren, Ed.D.
Superintendent

February 15, 2013

Ms. Jennifer Hughes
Director of Public Works/Village Engineer
Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, IL 60069

Re: **Rivershire Annual Report 2012-2013**

Dear Jennifer:

We are pleased to provide this annual summary of activities at the Rivershire Nature Center for 2012-2013. Consistent with the Intergovernmental Agreement, we will address the areas of scheduling and usage, which also provide sample evidence of the value of this experience for our students.

Overview

This is our 15th year working in partnership with the Village. The Nature Center and site continue to be a great resource for our schools and the community. Our curricular focus continues to be in math and science, emphasizing student experiences to reinforce specific learning standards. This site affords our students unique learning experiences and opportunities at all grade levels. We feel privileged to have access to Rivershire and are encouraged as we note the continued positive impact on each of our students. The partnership of the Village and School District 103 is a replicable model for other municipalities and school districts. We frequently receive inquiries about the Nature Center and interest in how this experience fits in our curriculum.

Scheduling and Usage Summary

One of the factors that we analyze each year to determine the overall effectiveness is how often the Nature Center is visited and for what types of experiences. As you have an opportunity to review the attached usage schedule, you will notice that the site is in great demand. Village staff have been very helpful accommodating our programs and providing safe coordination of important activities such as leaf collection, herbicide treatments, and controlled burns. We greatly appreciate your coordination efforts to ensure the safety of our students in scheduling these important and necessary functions to maintain the high environmental quality of the site. Our schedule for the year is attached for your review.



Other Related Usage Items:

District #103 Programs and Services Education Specialist, Kathy Lin

Kathy Lin serves as the Programs and Services Education Specialist for Rivershire.

Maintenance and Repairs

Over the course of the past year, we have worked together with the Village of Lincolnshire to renovate and repair the following items in the building.

1. Renovation of the storeroom area was completed. This included the replacement of two severely rotted exterior walls.

The District would like to look at repairing and/or replacing the deck on the east side of the building as it is rotting in many places and may pose a safety risk.

Transportation

Transportation to the site from the schools is facilitated by our own bus service. This is a primary factor that helps us maintain high usage levels.

Overnight Stays

Though acknowledged within the Intergovernmental Agreement, there have not been, nor do we anticipate, any requests for overnight stays at the site. We understand that any overnight stays must be prearranged with the Village staff.

Communication

The availability of the site is referenced often at each school through weekly electronic bulletins, as well as our monthly *One-O-Three* electronic magazine. The Village and the School District are proud to present this site for our students and community.

List of Additional Personal Property

There are no new materials of significant substance that were added this past year.

Contract

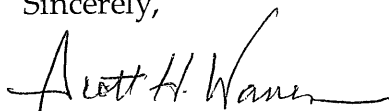
Our Five-Year Intergovernmental Agreement began on June 9, 2008 and will end this year. The District is very interested in extending the Agreement for another 5 years.

Summary

Reviewing the usage schedule provides clear evidence of the tremendous value of the Rivershire Nature Center for District #103 students. Students are continually able to apply specific learning concepts consistent with the best practices model of effective classroom instruction. The partnership with District #103 and the Village is an exemplary model. I have observed different lessons being taught at Rivershire and am amazed at how the unique setting enhances the students' learning. It is very important for District 103 have this Intergovernmental Agreement to ensure that this valuable teaching resource will continue to be available for our children and the community.

We look forward to our continued partnership in this successful endeavor.

Sincerely,



Scott H. Warren, Ed.D.

Superintendent

Attachment

cc: Brad Burke, Village Manager, Village of Lincolnshire
✓ District 103 School Board of Education

000000RIVERSHIRE USAGE
 LINCOLNSHIRE PRAIRIE VIEW SD 103
 2012/2013

000

<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Finish</u>	<u>Grade</u>	<u>Description</u>	<u>Bus Needed</u>
September						
Mon	9/10/12	9:45	11:15	KDG	All About Ants	Y
Mon	9/10/12	12:30	2:00	KDG	All About Ants	Y
Tues	9/11/12	9:45	11:15	KDG	All About Ants	Y
Tues	9/11/12	12:30	2:00	KDG	All About Ants	Y
Wed	9/12/12	9:45	11:15	KDG	All About Ants	Y
Wed	9/12/12	12:30	2:00	KDG	All About Ants	Y
Thurs	9/13/12	9:45	11:15	KDG	All About Ants	
September						
Tues	9/18/12	9:30	11:00	1	Forest/Plant Study	Y
Tues	9/18/12	1:30	3:00	1	Forest/Plant Study	Y
Wed	9/19/12	9:30	11:00	1	Forest/Plant Study	Y
Wed	9/19/12	1:30	3:00	1	Forest/Plant Study	Y
Thurs	9/20/12	9:30	11:00	1	Forest/Plant Study	Y
Thurs	9/20/12	NO PM CLASS			NO CLASS	N
Fri	9/21/12	9:30	11:00	1	Forest/Plant Study	Y
Fri	9/21/12	1:00	3:00	1	Forest/Plant Study	Y
Mon	9/24/12	9:30	11:00	1	Forest/Plant Study	Y
????	????			2	Multicultural Fair Rehearsal (4 classes)	Y
October						
Tues	10/2/12	9:15	11:30	3	Animals	Y
Tues	10/2/12	12:50	3:00	3	Animals	Y
Wed	10/3/12	9:15	11:30	3	Animals	Y
Wed	10/3/12	12:50	3:00	3	Animals	Y
Thurs	10/4/12	9:15	11:30	3	Animals	Y
Thurs	10/4/12	12:50	3:00	3	Animals	Y
Tues	10/9/12	9:15	11:30	3	Animals	Y
Tues	10/9/12	12:50	3:00	3	Animals	Y

**000000RIVERSHIRE USAGE
LINCOLNSHIRE PRAIRIE VIEW SD 103
2012/2013**

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<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Finish</u>	<u>Grade</u>	<u>Description</u>	<u>Bus Needed?</u>
October						
Wed	10/10/12	AM ONLY		4	Set Up for Seed Dispersal	N
Wed	10/10/12	1:15	3:00	4	Seed Dispersal	Y
Thurs	10/11/12	9:15	11:00	4	Seed Dispersal	Y
Thurs	10/11/12	NO PM CLASS			NO CLASS	N
Fri	10/12/12	9:15	11:00	4	Seed Dispersal	Y
Fri	10/12/12	1:15	3:00	4	Seed Dispersal	Y
Mon	10/15/12	9:15	11:00	4	Seed Dispersal	Y
Mon	10/15/12	1:15	3:00	4	Seed Dispersal	Y
Tues	10/16/12	9:15	11:00	4	Seed Dispersal	Y
Tues	10/16/12	1:15	3:00	4	Seed Dispersal	Y
October						
Mon	10/22/12	9:30	11:30	2	Native Americans & Environmental Connections	Y
Mon	10/22/12	1:00	3:00	2	Native Americans & Environmental Connections	Y
Tues	10/23/12	9:30	11:30	2	Native Americans & Environmental Connections	Y
Tues	10/23/12	1:00	3:00	2	Native Americans & Environmental Connections	Y
Wed	10/24/12	9:30	11:30	2	Native Americans & Environmental Connections	Y
Wed	10/24/12	1:00	3:00	2	Native Americans & Environmental Connections	Y
Thurs	10/25/12	9:30	11:30	2	Native Americans & Environmental Connections	Y
Thurs	10/25/12	NO PM CLASS			NO CLASS	N
Fri	10/26/12	9:30	11:30	2	Native Americans & Environmental Connections	Y
November						
Mon	11/5/12	9:45	11:15	KDG	KDG Rivershire Visit	Y
Mon	11/5/12	12:30	2:00	KDG	KDG Rivershire Visit	Y
Wed	11/7/12	9:45	11:15	KDG	KDG Rivershire Visit	Y
Wed	11/7/12	12:30	2:00	KDG	KDG Rivershire Visit	Y
Thurs	11/8/12	9:45	11:15	KDG	KDG Rivershire Visit	Y
Thurs	11/8/12	NO PM CLASS			NO CLASS	N
Fri	11/9/12	9:45	11:15	KDG	KDG Rivershire Visit	Y
Fri	11/9/12	12:30	2:00	KDG	KDG Rivershire Visit	Y

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 LINCOLNSHIRE PRAIRIE VIEW SD 103
 2012/2013

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<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Finish</u>	<u>Grade</u>	<u>Description</u>	<u>Bus Needed</u>
December						
Mon	12/3/12	TBD	TBD	2	Star Lab	Y
Mon	12/3/12	TBD	TBD	2	Star Lab	Y
Tues	12/4/12	TBD	TBD	2	Star Lab	Y
Tues	12/4/12	TBD	TBD	2	Star Lab	Y
January						
Tues	1/8/13	9:45	11:15	KDG	Winter Environment	Y
Tues	1/8/13	12:30	2:00	KDG	Winter Environment	Y
Wed	1/9/13	9:45	11:15	KDG	Winter Environment	Y
Wed	1/9/13	12:30	2:00	KDG	Winter Environment	Y
Thurs	1/10/13	9:45	11:15	KDG	Winter Environment	Y
Thurs	1/10/13	NO PM CLASS			NO CLASS	N
Fri	1/11/13	9:45	11:15	KDG	Winter Environment	Y
Fri	1/11/13	12:30	2:00	KDG	Winter Environment	Y
January						
Tues	1/15/13	9:00	1:00	6	Outdoor Ed/Star Lab	Y
Wed	1/16/13	9:00	1:00	6	Outdoor Ed/Star Lab	Y
Thurs	1/17/13	9:00	1:00	6	Outdoor Ed/Star Lab (snow/cold day backup)	
Fri	1/18/13	9:00	1:00	6	Outdoor Ed/Star Lab (snow/cold day backup)	

**000000RIVERSHIRE USAGE
LINCOLNSHIRE PRAIRIE VIEW SD 103
2012/2013**

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<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Finish</u>	<u>Grade</u>	<u>Description</u>	<u>Bus Needed?</u>
January/February						
Tues	1/22/13	All	Day		Egyptian Studies	N
Wed	1/23/13	TBD	TBD	3/4	Egyptian Studies	Y
Thurs	1/24/13	TBD	TBD	3/4	Egyptian Studies	Y
Fri	1/25/13	TBD	TBD	3/4	Egyptian Studies	Y
Mon	1/28/13	TBD	TBD	3/4	Egyptian Studies	Y
Tues	1/29/13	TBD	TBD	3/4	Egyptian Studies	Y
Wed	1/30/13	TBD	TBD	3/4	Egyptian Studies	Y
Thurs	1/31/13	TBD	TBD	3/4	Egyptian Studies	Y
Fri	2/1/13	TBD	TBD	3/4	Egyptian Studies	Y
Mon	2/4/13	TBD	TBD	3/4	Egyptian Studies	Y
Tues	2/5/13	TBD	TBD	3/4	Egyptian Studies	Y
Wed	2/6/13	All	Day	3/4	Egyptian Studies	N
Thurs	2/7/13	All	Day	3/4	Egyptian Studies	N
February						
Fri	2/8/13	9:30	11:00	1	Winter Wildlife Hunt, Gall Life Cycle	Y
Fri	2/8/13	1:30	3:00	1	Winter Wildlife Hunt, Gall Life Cycle	Y
Mon	2/11/13	9:30	11:00	1	Winter Wildlife Hunt, Gall Life Cycle	Y
Mon	2/11/13	1:30	3:00	1	Winter Wildlife Hunt, Gall Life Cycle	Y
Tues	2/12/13	9:30	11:00	1	Winter Wildlife Hunt, Gall Life Cycle	Y
Tues	2/12/13	1:30	3:00	1	Winter Wildlife Hunt, Gall Life Cycle	Y
Wed	2/13/13	9:30	11:00	1	Winter Wildlife Hunt, Gall Life Cycle	Y
Wed	2/13/13	1:30	3:00	1	Winter Wildlife Hunt, Gall Life Cycle	Y
March						
Mon	3/18/13	9:30	11:30	2	Animal Antifreeze - Set up only	N
Mon	3/18/13	1:00	3:00	2	Animal Antifreeze	Y
Tues	3/19/13	9:30	11:30	2	Animal Antifreeze	Y
Tues	3/19/13	1:00	3:00	2	Animal Antifreeze	Y
Wed	3/20/13	9:30	11:30	2	Animal Antifreeze	Y
Wed	3/20/13	1:00	3:00	2	Animal Antifreeze	Y
Thurs	3/21/13	9:30	11:30	2	Animal Antifreeze	Y
Thurs	3/21/13	NO CLASS			NO CLASS	N
Fri	3/22/13	9:30	11:30	2	Animal Antifreeze	Y
Fri	3/22/13	1:00	3:00	2	Animal Antifreeze	Y
April						

**000000RIVERSHIRE USAGE
LINCOLNSHIRE PRAIRIE VIEW SD 103
2012/2013**

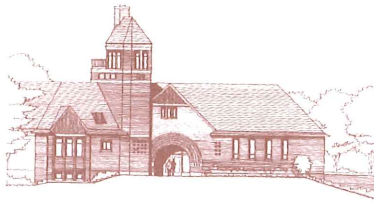
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<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Finish</u>	<u>Grade</u>	<u>Description</u>	<u>Bus Needed</u>
Mon	4/15/13	9:30	11:30		Set Up Day for Food Chains & Webs	N
Mon	4/15/13	1:00	3:00	2	Food Chains & Webs	Y
Tues	4/16/13	9:30	11:30	2	Food Chains & Webs	Y
Tues	4/16/13	1:00	3:00	2	Food Chains & Webs	Y
Wed	4/17/13	9:30	11:30	2	Food Chains & Webs	Y
Wed	4/17/13	1:00	3:00	2	Food Chains & Webs	Y
Thurs	4/18/13	9:30	11:30	2	Food Chains & Webs	Y
Thurs	4/18/13	NO CLASS			NO CLASS	N
Fri	4/19/13	9:30	11:30	2	Food Chains & Webs	Y
Fri	4/19/13	1:00	3:00	2	Food Chains & Webs	Y
April						
Mon	4/22/13	9:30	11:00		Set Up Day for Camp Rivershire	N
Mon	4/22/13	12:30	2:00	KDG	Camp Rivershire	Y
Tues	4/23/13	9:30	11:00	KDG	Camp Rivershire	Y
Tues	4/23/13	9:30	11:00	KDG	Camp Rivershire	Y
Wed	4/24/13	12:30	2:00	KDG	Camp Rivershire	Y
Wed	4/24/13	9:30	11:00	KDG	Camp Rivershire	Y
Thurs	4/25/13	12:30	2:00	KDG	Camp Rivershire	Y
Thurs	4/25/13	NO CLASS			NO CLASS	N
Fri	4/26/13	9:30	11:00	KDG	Camp Rivershire	Y
April						
Mon	4/29/13	9:30	11:00	1	Plant/Animal Interaction - 1 class	Y
Mon	4/29/13	1:30	3:00	1	Plant/Animal Interaction - 1 class	Y
Tues	4/30/13	9:30	11:00	1	Plant/Animal Interaction - 1 class	Y
Tues	4/30/13	1:30	3:00	1	Plant/Animal Interaction - 1 class	Y
Wed	5/1/13	9:30	11:00	1	Plant/Animal Interaction - 1 class	Y
Wed	5/1/13	1:30	3:00	1	Plant/Animal Interaction - 1 class	Y
Thurs	5/2/13	9:30	11:00	1	Plant/Animal Interaction - 1 class	Y
Thurs		NO CLASS			NO CLASS	N
Fri	5/2/13	9:30	11:00	1	Plant/Animal Interaction - 1 class	Y

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 LINCOLNSHIRE PRAIRIE VIEW SD 103
 2012/2013

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<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Finish</u>	<u>Grade</u>	<u>Description</u>	<u>Bus Needed</u>
May						
Mon	5/6/13		All Day		Illinois Days Set-Up	N
	5/7/13	TBD	TBD	4	Illinois Days Set-Up	N
	5/8/13	TBD	TBD	4	Illinois Days	Y
	5/8/13	TBD	TBD	4	Illinois Days	Y
	5/9/13	TBD	TBD	4	Illinois Days	Y
	5/9/13	TBD	TBD	4	Illinois Days	Y
	5/10/13	TBD	TBD	4	Illinois Days	Y
	5/10/13	TBD	TBD	4	Illinois Days	Y
May						
Mon	5/20/13	9:00	10:45	6	Botany	Y
Tues	5/21/13	9:00	10:45	6	Botany	Y
Wed	5/22/13	MAKE UP DATE IN CASE OF RAIN			Botany	
Thurs	5/23/13	MAKE UP DATE IN CASE OF RAIN			Botany	
May/June						
Tues	5/28/13	9:15	11:00	3	Properties of Air & Water	Y
Tues	5/28/13	1:15	3:00	3	Properties of Air & Water	Y
Wed	5/29/13	9:15	11:00	3	Properties of Air & Water	Y
Wed	5/29/13	NO CLASS			NO CLASS	N
Thurs	5/30/13	NO CLASS			NO CLASS	N
Thurs	5/30/13	1:15	3:00	3	Properties of Air & Water	Y
Fri	5/31/13	1:15	3:00	3	Properties of Air & Water	Y
Fri	5/31/13	1:15	3:00	3	Properties of Air & Water	Y
Mon	6/3/13	1:15	3:00	3	Properties of Air & Water	Y
Mon	6/3/13	1:15	3:00	3	Properties of Air & Water	Y



One Olde Half Day Road
Lincolnshire, IL 60069-3035
847•883•8600
847•883•8608 (FAX)



March 13, 2013

**RIVERSHIRE PARK AND NATURE CENTER
Annual Report by the Village of Lincolnshire
2012**

The Intergovernmental Agreement between the Village of Lincolnshire and Lincolnshire Prairie View School District 103 for the care and operation of the Rivershire Nature Center and Rivershire Park natural areas continues to serve our constituents well. The Village has prepared the following summary of projects and activities undertaken by the Village for the calendar year 2012.

NATURE CENTER USAGE BY THE VILLAGE

The Village used the Rivershire Nature Center to support public works operations as in the past years.

Comments

- The Village wishes to express its continued appreciation to Scott Gaunky for his assistance with on-site issues and maintenance of the building.
- Kathy Lin has done an outstanding job of updating the Village on activities at the Nature Center. This has greatly assisted in the planning of site work.
- Community Development has inspected and approved restoration work at the southeast corner of the building. Much of the siding and framing had been rotted due to previous flooding. New structural members and insulation have been installed.
- We appreciate your continued cooperation in applying for permits for all construction or repair work associated with the building. Please ensure that you discuss any building work with the Village's Building Inspector, Mike Jesse, at mjesse@village.lincolnshire.il.us or at 847-913-2318 prior to undertaking that work. Mike can inform you of the permit requirements, based upon the type of work being performed.

Projects Proposed in the Next Five Years

- Campfire Circle Project – The Village and School District #103 are coordinating this improvement as part of an Eagle Scout project with Joseph Pascual. This project consists of replacing the plastic benches around the campfire circle which have deteriorated from sun and weather exposure. The ends of the benches have broken off, exposing the bolts and screws. The Eagle Scout is planning to replace the plastic benches with log benches made from Rivershire trees. Additional benches may be constructed from dying Ash trees in front of the classroom area. This project will be completed in 2013.
- Woodland Restoration Project – The Village and School District #103 are coordinating this project as part of an Eagle Scout project with William Paul. The original map of Rivershire shows a loop in the woodland trail that no longer exists. This project consists of the Eagle Scout restoring that part of the trail. An additional loop along the creek on the peninsula may be added to this project. This work will be completed in 2013.
- Installation of a remote controlled gate – this project will limit access to the Public Works operations area to Village employees. The project is designed to improve safety of the school children and public who regularly use this park as well as reduce or eliminate fly dumping at the site. The gate will act as a deterrent for children inadvertently entering the area during the school day while Public Works operations, such as the leaf program, are occurring that required numerous trips in and out of the facility. This project will be completed in 2013 at an estimated cost of \$9,000.
- Repairs of the LCA Garage Roof - This roof is leaking and in need of repair. This garage is used to store Fourth-of-July and other special events equipment. Emergency supplies and a small tractor are also kept at this location. This project will be completed this year at an estimated cost of \$5,000.
- Pavement maintenance - Replace the asphalt driveway, circular drive, parking lot and maintenance yard this year at an estimated cost of \$100,000.
- Bridge repairs - Replace wood pieces on bridges at an estimated cost of \$8,000 sometime in the next five years.

Projects Completed by the Village:

- Trail Maintenance
There was a Rivershire Park work day conducted on Saturday July 28, 2012. Volunteers worked with Public Works staff to apply wood chips to the path east of the Rivershire Building. Additionally, minor clearing and mowing work was done in 2012. The grass path that extends through to the prairie area was mowed by Public Works staff four times during the summer months.

- **Site Repairs**

Temporary repairs were made to the gate for the Public Works maintenance yard. Two hours of labor were required to make this repair.

Damage to the split rail fence is an ongoing problem. Eight hours of repair work were required with a materials cost of \$54.

Village staff continues to plow the parking lot and when school is not in session, and shovel the walk to the building. Approximately 7 hours of snow removal were required.

Public Works staff replaced the hot water heater water expansion tank inside the Nature Center. Eight manhours were required with a materials cost of \$39.00

Bird Monitoring Program

- Lincolnshire resident Marj Lundy continues to monitor bluebird nesting at Rivershire. She reports “We had three Bluebird nestings in 2012 in Rivershire Park with two successful broods; a total of 13 chicks hatched but only 8 fledged. One brood didn’t make it. The two that did were both in the house that John Vitols, 43 Coldstream Circle, put up on his property on the edge of Rivershire. I check his box when I monitor the other six boxes the Village erected in Rivershire proper. Thanks to John for making this year a success.” Ms. Lundy continues to track and record general bird populations at the site.
- Ms. Lundy continues to fill and care for the many bird feeders by the Nature Center. These feeders provide opportunities for park patrons and students to see the birds close up and attract a wider variety of birds than would normally come to the site.

Scheduling

Joint use of the facility continues to work well. There have been no known conflicts for time or space, that the Village is aware of, this year.

Recreational Programming

The Village of Lincolnshire ceased recreational programming at the end of 2010.

Summary

Village staff met with Kathy Lin on January 15, 2013 to discuss Rivershire Park and how to manage maintenance concerns there. The Village will work closely with the School District, with an emphasis on finding innovative ways to manage maintenance concerns by way of volunteers, community service and work-days.

Site maintenance has been significantly reduced due to funding availability.

Village staff believes this agreement has been an excellent opportunity for the Village to partner with the District in providing environmental education opportunities for the children in the community. Rivershire Park and the Nature Center are excellent examples of a successful intergovernmental partnership that has taken something that was once a liability and turned it into a significant asset that benefits the constituents of both entities. We look forward to discussing the renewal of the Intergovernmental Agreement this year.

Any questions regarding this report or the Nature Center itself should be directed to Jennifer Hughes, Director of Public Works, at (847) 913-2362 or jhughe@village.lincolnshire.il.us

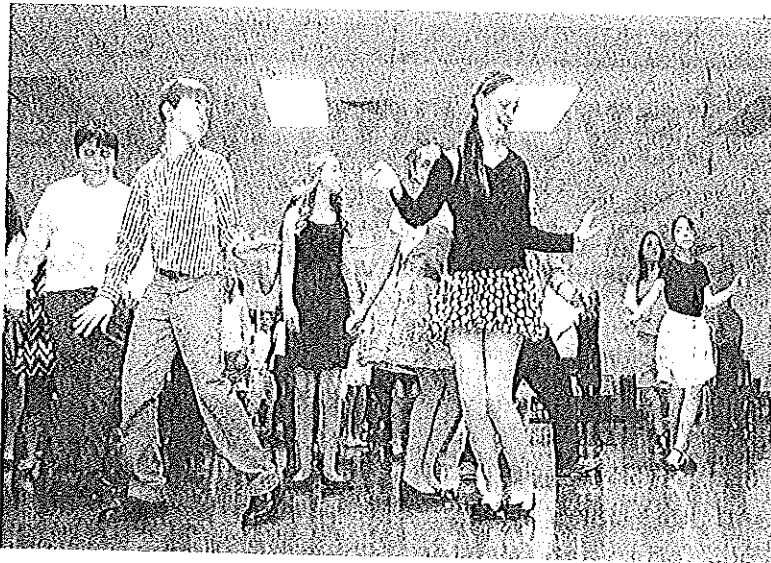
TO THE BOARD ~

SO MANY THANKS FOR THE BEAUTIFUL FLOWERS YOU SENT DURING MY SUDDEN AND UNEXPECTED STAY AT CONDELL! I'M SO HAPPY TO BE BACK AT SPRAGUE, FEELING BETTER AND BETTER. IT WAS SO KIND OF YOU TO THINK OF ME AND I'M DEEPLY APPRECIATIVE.

THANKS AGAIN!

FONDLY,

☺ CHRISTY



Middle school students line dance during an old-fashioned "social dance" at Daniel Wright Junior High in Lincolnshire on Feb. 15. | RUTHIE HAUGE-Sun-Times Media

Daniel Wright students Fox Trot their way to elegance

BY NATASHA WASINSKI | Contributor

LINCOLNSHIRE

Jessica Silvestri accompanied her 11-year-old daughter Angelina and a gaggle of girlfriends to the mall last Friday in preparation for a big night out.

The tweens shopped and then primped themselves at the Silvestris' home in Lincolnshire. Angelina settled on a solid black dress and hot-pink flower bow for her hair.

Her mom, a professional stylist, was put on hair duty but she didn't mind. Silvestri, the sixth grader and dozens of other parents were to spend the evening getting down.

Six weeks of dance lessons and instruction for proper etiquette culminated Feb. 15 with a social dance at Daniel Wright Junior High School.

Silvestri said the school has hosted the coming-of-age extracurricular program for the past two decades.

"For parents, it's the respect factor," she explained. "From the kids' point of view, it's something fun that they're able to engage in as friends."

Instructor Vera Schmidt's rules may have been easier to grasp than some of the dance techniques, but there was no wiggle room. Boys and girls dressed modestly. They learned how to politely ask, accept and express thanks for requests to dance.

Half the 207 student participants in this year's class showed off their mannerisms and moves to the tango, fox trot and other classic dances, with the boys in their finest khakis and girls in pretty flats.

With elbows up, hips squared, and firm grips on their partners, the children moved to the music.

Moms and dads - with cell phones recording - beamed from the sidelines.

"I think (the classes) made him

continued →



“For parents, it’s the respect factor. From the kids’ point of view, it’s something fun that they’re able to engage in as friends.”

more confident in talking to his peers,” Noelle Moore of Buffalo Grove noted of her son Charlie, 11.

Though initially not happy about being enrolled, he ended up having fun in addition to gaining valuable social skills, Moore said, as evidenced later when Charlie approached his mom.

“May I have this dance?” he asked during the parent dance number.

“Of course,” Moore replied, hooking her son’s arm.

Schmidt called to the young dancers over the mic: “Boys, this will be first time you’ll have full control of your mother. Girls, if your dads start doing something weird just go with

it.”

Following Schmidt’s instruction they stepped in sync and she called out: “Forward, side, back, very nice!”

Lincolnshire resident Ken Van Overberghe watched as his wife and son cut a rug to the “Electric Slide.” Christopher, 11, was their third child to participate in the social-dance class.

“Kids have a lot of fun with it,” he said. He added he liked the idea of teaching kids to say “yes” to one dance. In Schmidt’s class, no one was denied.

“It takes of courage for someone to ask,” Overberghe said.

“With my personality, probably not,” the outgoing six-grader said.

**BOARD OF EDUCATION OF LINCOLNSHIRE-PRAIRIE VIEW DISTRICT 103
LAKE COUNTY, ILLINOIS**

RESOLUTION AUTHORIZING THE DISMISSAL OF MICHAEL MARSALA

WHEREAS, the BOARD OF EDUCATION of Lincolnshire-Prairie View District 103, Cook County, Illinois (hereinafter the "Board"), has received information and recommendations from the Superintendent regarding the performance of Michael Marsala, a non-certified employee employed by the Board; and

WHEREAS, Michael Marsala has received the District Administrators' reports and recommendations regarding his performance and has been given the opportunity to respond to the Administrators' reports and recommendations; and

WHEREAS, Michael Marsala is recommended for termination due to gross insubordination, intimidating behavior, refusing to stop yelling and refusal to end the meeting when directed;

WHEREAS, the BOARD finds that Michael Marsala's conduct constitutes cause and grounds for his dismissal; and

WHEREAS, it is the opinion of the BOARD that the best interests of the School District require the dismissal of Michael Marsala.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF EDUCATION OF Lincolnshire-Prairie View District 103 Lake County, Illinois as follows:

Section 1: The Board, after due deliberation, has considered and hereby adopts the recitations set forth herein and incorporates herein by reference the notifications set forth in the Director of Transportation's letter to Michael Marsala on February 26, 2013 as designated in Exhibit A to this Resolution, attached to the copy of the closed session minutes, as the basis for the dismissal of Michael Marsala.

Section 2: Michael Marsala's dismissal shall become effective on March 19, 2013.

Section 3: The President and Secretary of this Board are hereby authorized and directed to prepare and serve, or cause to be prepared and served on Michael Marsala notice of this resolution.

Section 4: This Resolution shall be in full force and effect upon its adoption.

ADOPTED on March 19, 2013 by the following upon the motion of Member _____, seconded by Member _____.

AYES: _____

NAY: _____

ABSENT: _____

BOARD OF EDUCATION OF
LINCOLNSHIRE-PRAIRIE VIEW SCHOOL
DISTRICT 103

By: _____
President, Board of Education

Attest: _____
Secretary, Board of Education



Lincolnshire-Prairie View School District 103

TO: Mike Marsala
FROM: Vicki Mattson, Director of Transportation
DATE: February 26, 2013
RE: Termination Recommendation

This correspondence is to advise you of my decision to recommend you for termination due to insubordination during our meeting on February 22, 2013. Specifically:

1. Gross insubordination, which included shouting, rude, belittling and sarcastic comments toward me. Your comments included the following:
 - a. Telling me it was “stupid” of me to comment on your early arrival at Daniel Wright.
 - b. Telling me I am a “joke” of a boss.
 - c. Telling me my decisions about your wife riding on the bus with you were “ridiculous”.
 - d. Telling me my decisions regarding employee parking were “ridiculous” and “stupid”.
2. Intimidating behavior, such as pacing, and abrupt hand gestures while standing very close to me, which caused me to have to step back from you.
3. Repeatedly refusing to stop yelling.
4. Refusal to end the meeting when directed

Based on the employee behavior sections in our transportation handbook and two past verbal warnings(10/17/11 and 9/28/12) of loud and rude behavior while meeting with me, I am recommending that your employment be terminated at the March 19, 2013 Board of Education regular meeting. You have demonstrated repeatedly that you will not, or cannot, conform your behavior to the expectations I have given you and which are explained in the bus driver handbook. Enclosed with this correspondence are relevant pages of the handbook applicable to this situation.

If you want a hearing to respond to my recommendation and explain why you should not be dismissed, you need to contact Norma Taylor, Administrative Assistant to the Superintendent no later than March 6, 2013 by 12:00 pm to set an appointment with Dr. Scott Warren. Her phone number is 847-295-4030. If you do not inform her by this time, you are waiving your right to have a hearing with Dr. Warren before he makes a recommendation to the Board of Education on whether you should be terminated.

If you request time off for anything other than an illness, (Personal Day) you are required to do so in writing using the "Leave Request Form" to the Transportation Director at least 24 hours in advance. Personal time is set aside for activities that cannot be scheduled at any other time (i.e., house closing, court). We will consider the nature of the request, employment history and the ability to obtain coverage. Personal time will **not** be granted for extending holidays, or institute days. Time off should be planned during school holidays or school vacation periods. Absence for three consecutive working days without notification shall result in discharge.

COURTESY

Our bus drivers have gained a favorable reputation as being extremely courteous. It is important that every member of our department live up to that fine tradition. This manner not only applies to the road but also to the work place. A pleasant smile, a courteous word, a friendly greeting, will go a long way toward making your department a pleasant place as well as toward making real friends with the school community and co-workers. Remember that courtesy and safety go hand-in-hand in building good public relations for our district.

COMMUNITY RELATIONS

Vehicle operators are a direct link between Lincolnshire-Prairie View School District 103 and the community. Your proper conduct in working with students, teachers, sponsors, school staff, building administrators and parents is necessary for the success of our transportation system. **NEVER** become engaged in arguments with anyone. There may be occasions when abusive language may be used toward you; do not respond in any way. Such irregularities with anyone should be reported immediately to your supervisor. Discourtesy to anyone will not be permitted.

ATTITUDE TOWARD THE DISTRICT

Words or actions hostile to the district are harmful to you as well as your employer. Keep your criticism in the office, not on the street. Any criticism, constructive or otherwise, shall be made to the proper supervisory official, not to other employees. It is also required that discussions be conducted in an orderly and courteous manner with a supervisor. Employee may face disciplinary action if words or actions are deemed to be inappropriate or subordinate.

HIGHWAY COURTESY

The district insists on drivers that believe in highway courtesy. Drivers must adhere to courtesy in order to achieve a favorable safety record. We can best define the principle of highway safety the district desires by stating that a courteous driver is one who goes beyond the rules of adhering to the red and green stop light. The driver not only does not cheat at the light, but also goes further and extends additional acts of courtesy to other drivers and pedestrians. He/she gives other

- Drivers must not smoke in any 103 vehicle. Additionally, the district is a tobacco free environment. Smoking is prohibited on school district grounds at any time.
- Any citation arrest or license change must be reported immediately to Director of Transportation.
- Engaging in running, horseplay, shouting, or other kinds of inappropriate behavior will not be tolerated.
- Discourtesy towards students, parents, visitors or other employees is prohibited.
- Threatening, intimidating or coercing fellow employees or others affiliated with the school district is prohibited.
- Responding in an insubordinate manner to a direct order given by a supervisor will not be tolerated.
- Using obscene or abusive language is prohibited.
- Engaging in any unlawful or indecent conduct on school district property at any time is prohibited.
- Interfering with or delaying the work of other employees is prohibited.
- Misusing confidential information about students, parents, fellow employees, other personnel associated with the school district or the business affairs of the school district is prohibited.
- Forging, altering, or deliberately falsifying a document or record (including time cards), that is to be used by the school district is prohibited.
- Assaulting a student, parent, visitor or fellow employee on school district premises will not be tolerated.
- Jeopardizing the health or safety of students, parents or employees through neglect of duty is prohibited.
- Possessing or carrying of any weapon while on duty or on or about the premises of the Transportation Department, or school will result in your discharge.
- Driver must not drive the unit with the service door open with or without passengers on bus.
- Driver must not carry unauthorized passengers.
- Unauthorized use of district vehicles and property is prohibited.
- Violation of any State, Federal or City law governing motor vehicles and drivers is prohibited. If the driver is negligent or at fault, **THE DRIVER WILL PAY THE FINE.**

RADIO EQUIPMENT

All transportation vehicles are provided with two-way radios. We are licensed to transmit only those messages considered essential to the operation of the bus fleet. Personal messages, except emergencies, are not authorized. Remember other people can hear you; therefore, be sure to comply with FCC rules. **No Profane Language.** Speak in a normal tone of voice, be business-like and courteous. Messages should be brief. All drivers are to check their radio by

SUPERVISORY RELATIONS

DISCIPLINARY ACTION RULES AND REGULATIONS

Disciplinary action, when necessary, will be consistent and fair and taken to insure the safety of the pupils and employees of the School District. Action will be taken to bring the employee's general conduct and actions that are considered unsafe and unacceptable into compliance with accepted standards.

All disciplinary action will be handled in privacy between the supervisor and the employee involved. Such matters pertaining to faulty or below-average operation will be discussed with drivers in a manner that will attempt to correct and reach proper procedures. You will, at all times, have an opportunity to present your version of such operations.

Warning notices will be given personally to transportation employees on failure to heed and carry out district operating rules, except those instances where the operational fault is so serious as to warrant, in the unrestricted judgement of the supervisor, discipline or immediate discharge. Supervisors will discuss the violations and write a letter of warning if they deem such action necessary after talking with you.

Subject to the requirement that all discipline be consistent and fair, the District reserves the right to discipline, suspend and/or discharge a driver for failure to comply with any directive in this handbook.

DRIVER EVALUATION

All employees new to the district will be employed on a probationary status. The probationary status will be for ninety (90) days. Probationary employees must successfully perform job duties and responsibilities according to established guidelines to be considered for continued employment. Transportation employees will be evaluated for the following reasons:

- * remediation of substandard job performance
- * post at fault accident (District may substitute a NSC Defensive Driving Class)
- * routine evaluation (not more than two (2) per year)
- * The Director of Transportation or designee will do evaluations. All formal evaluations will use the approved Transportation Department form.

EMPLOYEE ASSISTANCE PROGRAM - EAP

If personal problems are interfering with your ability to function at home or at work, the Employee Assistance Program, sponsored by the Board of Education, is available to provide confidential, professional assistance for employees of Lincolnshire School District 103 and their immediate family members.

If you would like more information about your EAP, contact the Director of Transportation or call Personnel Services at the Administration Building.